

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/ SUPPORT SERVICES

ADDRESS1 52-35 58th Street

ADDRESS2 Woodside NY 11377

CONTACT NAME Matthew McGrath

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Support Services Division includes the Bureau of Motor Equipment and the Bureau of Building Maintenance, which provide the equipment required for DSNY to perform its essential tasks. Support Services coordinates the activities of these two operating bureaus to ensure that current and future needs are met for equipment, garages, transfer stations, and related infrastructure.

POSITION TITLE (Max characters 100)

DSNY-039 - Analyst - Support Services Administration and Budget

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will report to the bureau's Director of Administration and Budget and will assist in the creation and administration of a personnel action tracking system for the office.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

As of June of the program year the prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).
Strong computer database skills required, including proficiency in Microsoft Access.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-039- Analyst - Support Services Administration and Budget Undergraduate Intern

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