

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS)

DIVISION

Human Capital/NYCAPS Central (NCC)

ADDRESS1 59 Maiden Lane, 33rd Floor

ADDRESS2 New York, New York 10038

CONTACT NAME Shaida Dil

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PHONE (212) 465-3028

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors **City agency fleets** and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 300)

NCC is a human resources service center that oversees the expansion and maintenance of NYCAPS, a centralized state-of-the-art automated personnel system for human resources professionals, managers and employees to access and manage personnel and benefits information.

POSITION TITLE (Max characters 100)

NYCAPS Central - Change Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NCC Change Management Unit is responsible for documenting business processes; developing and maintaining the training environment; delivering training courses; creating UPKs and captivate videos; working with agencies to offer on-going support to agencies; and updating job aids and business procedures. Prospective candidates will perform duties that include, but are not limited to the following:

- scheduling employees for training sessions and tracking of attendees to ensure completion of training;
- assisting with the creation and updating of training materials and training class agendas;
- updating and maintain existing databases;
- performing daily administrative and clerical tasks; and
- assisting with special projects as needed.

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

Keyboard familiarity with the ability to type at a minimum of 20 words per minute; extensive knowledge of MS Office Suite; strong verbal and written communication skills, able to maintain friendly disposition to colleagues and agency employees; detail-oriented and organized; able to quickly develop a working knowledge of the Unit's operations. The ability to multi- task is essential. Matriculation at an accredited college is required.

APPLICATION PROCESS (Max characters 700)

Submit cover letter and resume to the above referenced agency contact.

SALARY RANGE

\$420 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum of 13 weeks.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

nyc.gov/internship
