

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

OFFICE OF CITYWIDE RECRUITMENT

ADDRESS1 One Centre Street

ADDRESS2 New York New York, 10007

CONTACT NAME Nicole Downer

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PHONE (212) 386-1701

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City Agencies have all the critical resources and support needed to provide the best possible services to the public. Specifically, the Agency: supports City agencies' workforce needs in recruiting, hiring and training City employees; provides overall facilities management for 50 public buildings, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

Human Capital (HC) services in the Department of Citywide Administrative Services (DCAS) oversee the civil service process for the City of New York. HC develops, validates, administrates and rates civil service exams. HC also supports City Agencies in the strategic planning of their workforce and has created the Office Of Citywide Recruitment to educate the public on civil service career opportunities.

POSITION TITLE (Max characters 100)

Citywide Recruitment Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Reporting to the Director and Recruitment Officer, for The Office of Citywide Recruitment, Intern will assist bureau with a variety of clerical/administrative assignments in order to meet the Unit's goals and objectives. The intern will participate in team meetings and brainstorming sessions discussing, marketing public service employment, targeting skill trades, creating a capacity for measuring success and exploring approaches to increasing outreach. Responsibilities include but not limited to; scheduling civil service "101" presentations, maintaining and updating various databases, monitoring recruitment materials and reordering when necessary. Additionally, preparing materials for recruitment events, attending recruiting events on an as needed basis and assisting with Internet research, which encompasses a focus on recruitment trends and social media accounts.

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

Matriculation at an accredited graduate school. Employment is conditioned upon continuance as a student.
Strong communication and interpersonal skills.
Interest in marketing and /or Human Resources.
Excellent Computer skills.
Attention to details, strong communication and organizational skills.
Web research and ability to multi-task.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

\$16.00 for graduate (per hour)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip
