

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

## DIVISION

**DOT-015-Executive-Urban Design Unit**

**ADDRESS1** 55 Water Street, 8th Floor

**ADDRESS2** New York, NY, 10041

**CONTACT NAME** Sue Grecke

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**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

## UNIT DESCRIPTION (Max characters 1000)

Urban Design, Art and Wayfinding: NYCDOT is seeking a graduate intern/college aide for the Urban Design Unit for Spring 2016. The Urban Design Unit creates unique streetscapes on NYCDOT property and works to improve the design, operation and management of streets as public spaces, working with local partners to ensure community involvement and the social and economic sustainability of each project. Our unit also manages the El-Space program focusing on infrastructure throughout the city. The intern/college aide will assist in researching, developing and coordinating the implementation of the Downtown Jamaica Streetscape Study, Rockaway Freeway pilot study and various initiatives associated with the newly formed El-Space Program. The intern/college aide will also assist with documentation for the agency under the National Historic Preservation Act.

## POSITION TITLE (Max characters 100)

College Aide or Summer Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Daily duties will include analyzing existing sidewalk and plaza conditions, analyzing and obtaining transit and utility records, analyzing walking patterns and destinations, preparing maps in ArcGIS and Adobe Illustrator, creating construction documents in AutoCAD, preparing PowerPoint presentation, preparing progress reports and summary reports, meeting with contractors and local community stakeholders.

The candidate(s) will gain valuable experience working on a team to implement a comprehensive and innovative streetscape vision for entire district, while developing his/her professional skills and making an important contribution to the city.

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

Graduate Student

Major: Urban planning, architecture, landscape architecture, design, graphic design, public policy, engineering

GIS and AutoCAD preferred

AutoCAD preferred, GIS helpful, attention to detail, interest in improving the pedestrian experience through quality design of streetscapes and the City's public realm. An interest in Historic Preservation is helpful.

**APPLICATION PROCESS (Max characters 700 )**

E-mail resume with cover letter to: [sgrecke@dot.nyc.gov](mailto:sgrecke@dot.nyc.gov)

**SALARY RANGE**

14.15-20.58 per hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.