

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

Human Capital/NYCAPS CENTRAL  
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New York, New York 10038

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### AGENCY DESCRIPTION

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 non-residential 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 CityStore; 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

The New York City Department of Citywide Administrative Services has implemented the New York City Automated Personnel System (NYCAPS), a centralized, state-of-the-art, web-based PeopleSoft Human Resources Management System (HRMS) for all City Agencies which contains Human Resources, Civil Service, and Benefits data for all employees. NYCAPS Central supports all facets of the NYCAPS application for agencies and employees.

### POSITION TITLE

NYCAPS Central Summer Intern

### INTERNSHIP RESPONSIBILITIES

Prospective candidates will perform duties that include, but are not limited, to the following:

- Assist with the creation and implementation of job aids and contingency materials.
- Participate in the design and maintenance of the Help Desk Knowledge Management tool.
- Handle telephone inquiries, direct calls, and follow ups.
- Develop and maintain the filing systems.
- Update and maintain existing databases.
- Perform daily administrative and clerical tasks.
- Assist with special projects as needed.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Keyboard familiarity with the ability to type at a minimum of 20 words per minute; extensive knowledge of MS Word, MS Outlook and MS Excel; strong verbal and written communication skills, able to maintain friendly disposition to all callers and colleagues; strong internet research skills; detail-oriented and organized. Matriculation at an accredited college is required.

### APPLICATION PROCESS

Submission of resume and cover letter to the above referenced agency contact.

### SALARY RANGE

\$420 per week.

### ADDITIONAL INFORMATION / COMMENTS

Internships are available between May and September for a maximum of 13 weeks.

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

[nyc.gov/internships](http://nyc.gov/internships)