

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
DEPARTMENT OF SANITATION

DIVISION
Admin/WEM

ADDRESS1 375 Pearl Street, 18th Floor

ADDRESS2 New York, NY 10038

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AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars and other types of equipment. The Department clears litter, snow and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Work Experience Management (WEM) Office is responsible for the administration of the Job Training Participant (JTP) Program. Hired JTPs are assigned to work with the Department for a duration of 6 months in maintenance and street cleaning.

POSITION TITLE (Max characters 100)

Summer Intern - Graduate

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Routine clerical work including, but not limited to, meeting and greeting candidates, providing information to the candidates and the public, reviewing documents, photo copying, collating, scanning, and filing. Assignment includes answering phone calls and running errands between the WEM Office and our Human Resources Office. Appointed Intern will work on spreadsheets, create reports and assume other responsibilities, as they become necessary.

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

Knowledge of typing, spreadsheets, photo copying, scanning, filing, writing.

APPLICATION PROCESS (Max characters 700)

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

Only those applicants under consideration will be contacted.

If contacted for an interview, candidates must present enrollment verification statement from their school, attesting that they are enrolled in an accredited degree program, or be a recent graduate (Winter/Spring term of

the Program year).

SALARY RANGE

Min \$15.93 to Max \$24.73 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>