

# 2019 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/Office of Real Estate

ADDRESS 1 125 Worth St, Room 808

ADDRESS 2 New York, NY 10013

CONTACT NAME Stephanie Printz

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FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000 )

ORE (Office of Real Estate) is responsible for the site selection, development, management and acquisition of properties to ensure that DSNY has the appropriate facilities to house personnel and equipment to enable the Department to meet its operational mission. We work closely with our Operations, Legal and Engineering Divisions in preparing and submitting various applications to the Department of City Planning.

## POSITION TITLE (Max characters 100)

Graduate Summer Intern - DSNY Records Management Intern in the Office of Real Estate

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

To organize and create a file system for ORE's active Real Estate projects and historical files, and to digitize the new file system for internal use within ORE.

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

- Must be currently enrolled in an accredited program in library science, archival studies, history, museum studies, or a related field.
- Excellent organizational skills and strong attention to detail.
- Strong computer skills; must be comfortable using Microsoft Word and Excel.
- Candidates with experience or knowledge of cataloging or working with metadata are strongly encouraged to apply.

## APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to Stephanie Printz at [sprintz@dsny.nyc.gov](mailto:sprintz@dsny.nyc.gov)

**SALARY RANGE**

\$24.73 per hour

☒ Internship may be used to fulfill college credit requirement

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

Assignments will begin on or after May 21 and last between 10 and 13 weeks.

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