

# 2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF LEGAL AFFAIRS

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Robert Orlin

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PHONE

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 )

The Bureau of Legal Affairs provides legal review of the policy proposals of all other Deputy Commissioners and of the commissioner; and oversees the environmental impact assessment of all department actions including permitting and waste export.

## POSITION TITLE (Max characters 100)

SUMMER GRADUTE INTERN-DSNY-031 - Records Manager - Librarian Graduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Assist with the archival and destruction of agency records in accordance with its retention schedule.

Work with different bureaus to implement the Department's retention schedule.

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

Intern candidate must be detail oriented and have excellent writing, organizational and communication skills. Experience using Microsoft Office, Word, Excel, Access, and PowerPoint.

Candidate must have coursework in Library Science, Archival Science, American History, Political Science, or related area of study

As of June 2016, prospective intern must be enrolled in a graduate degree program for Fall 2016.

## APPLICATION PROCESS (Max characters 700 )

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

**SALARY RANGE**

\$720.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

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

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