

2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

Office of the Commissioner

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Maggie Lee

E-MAIL mlee2@dny.nyc.gov

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)

DSNY's Records Management Officer, in the Office of the Commissioner, is responsible for developing the agency's records management program, including updating and maintaining an agency-wide records retention schedule, identifying records of archival value for accessioning to the Municipals Archives, and securing legal approval to dispose of obsolete records. She also serves as the deputy director for Museum Planning for DSNY's Foundation for New York's Strongest.

POSITION TITLE (Max characters 100)

DSNY 007 - Summer Graduate Intern - Records Management

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The records management intern will provide administrative support to DSNY's Records Management Officer in her work to survey the current state of records, information, and cultural assets throughout the agency.

Records Management responsibilities may include:

- Creating and editing content for new agency-wide wiki
- Preparing data or reports for submissions to the Municipal Library or Archives
- Conducting surveys or inventories of records of interest throughout agency

Museum planning responsibilities may include:

- Assisting with the maintenance of survey tool to identify DSNY cultural assets
- Cataloging artwork or objects
- Planning potential pop-up exhibits
- Researching DSNY history, legal/nonprofit considerations for museum building, or other topics of interest
- Scanning or digitizing photographs and video

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

- Candidate must be currently enrolled in a graduate degree program in an accredited college, university or law school. Prefer candidates' degree to be 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 mlee2@dny.nyc.gov

SALARY RANGE

\$830.55 per week

- 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.