

Work-Study Internship Application



PUBLIC SERVICE CORPS

BRIDGING THE GAP BETWEEN EDUCATION AND EMPLOYMENT

1 Centre Street, Room 2435, New York, NY 10007

212-386-0057

212-669-3633 (fax)

psc@dcas.nyc.gov

nyc.gov/psc

Department of Citywide Administrative Services

Lisette Camilo
Commissioner

Barbara Dannenberg
Acting Deputy Commissioner

INTERNSHIP CATEGORIES (For student's review; enter the four choices as requested in Section IV)

<u>CODE</u>	<u>INTERNSHIP CATEGORIES</u>
A01	RESEARCH INTERN – assists in obtaining and evaluating data for various projects, investigations, studies and surveys. Sound writing skills and ability to manipulate data and statistics preferred.
A02	CLERICAL INTERN – types, files, answers phones and performs other clerical related functions. Education courses preferred.
A03	ACCOUNTING INTERN – examines books and records of financial operations; may include payroll and auditing functions. Knowledge of business math and accounting preferred.
A04	PERSONNEL ASSISTANT – assists human resources department personnel in interviewing candidates, making phone inquiries for references and surveys, report writing, record keeping, and related administrative functions.
A05	LEGAL ASSISTANT (undergraduate) – performs legal research, report writing, and related clerical functions in a law related agency or bureau (limited number of positions available).
A06	LEGAL ASSISTANT (law school students) – assists attorneys in legal research and report writing. Acting as court liaison and handling other related activities (e.g., criminal, community, or labor relations).
A08	ADMINISTRATIVE INTERN – performs a variety of responsibilities related to the management of the daily operations of an agency; including, but not limited to, preparation of correspondence and reports, liaison activities, typing, filing, answering phones, and other related clerical duties. Scope of responsibility is dependent upon work experience.
B03	EDUCATIONAL TUTOR – under supervision, tutors children in day care centers, schools, and libraries to enhance academic skills.
B04	CASEWORKER ASSISTANT – assists in interviewing and counseling individuals, maintaining records in hospitals or other social service settings. Field work may be involved (limited number of positions available).
C02	GRAPHIC ARTS INTERN – assists in design, layout, photography, and other related technical areas. Specific skills, experience, or related course work required (limited number of positions available).
C03	JOURNALISM/PUBLIC INFORMATION INTERN – works on city publications, agency newsletters, press releases, etc. Some experience or related course work preferred (limited number of positions available).
D02	HOSPITAL STAFF INTERN – internships may be clerical or patient-contact oriented. Work performed in areas of admitting, emergency room, pharmacy, dietary services, and other related areas. Ideal for nursing or pre-med majors.
D03	INFORMATION PROCESSING AND COMPUTER INTERN – works on projects and operations utilizing data processing equipment and advanced software. Information processing, computer science courses and/or work experience required.
D04	ARCHITECTURE AND DRAFTING INTERN – works on design, research, and operational projects relating to architectural design, building construction, and infrastructure projects. AutoCAD, drafting and/or architectural courses required (limited number of positions available).
D05	ENGINEERING INTERN – works with engineers on designing buildings, infrastructure, and related projects. Engineering and/or advanced mathematics courses required (limited number of positions available).
D06	LIBRARY INTERN – assists in cataloging and shelving books, setting up displays and exhibits. Courses in library science preferred but not required (limited number of positions available).

VI. STUDENT WORK EXPERIENCE (To be completed by student; please give a brief description of previous work and/or volunteer positions starting with the most recent, BUT YOU MUST ALSO SUBMIT A RESUME)

From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties
From (month & year)	To (month & year)	Name of organization and address	Position held and specific duties

VII. STUDENT STATEMENT (To be completed by student)

Through an internship with the NYC Public Service Corps you will be providing important services to your community, while at the same time helping to build your own career opportunities. As precisely as possible, please indicate the type of internship experience you are seeking including specific workplace duties and functions. What do you hope to gain from your internship, and how do you think this will benefit your community?

VIII. PREVIOUS CITY EMPLOYMENT INFORMATION (To be completed by student)

