NYC PSC

New York City Public Service Corps

Summer Internships

Information Meeting

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Agenda

- What is NYC PSC?
- Who’s eligible and how to apply
- Application and Placement process
- Timeline and deadlines
- Questions
What is the NYC PSC Summer Internship Program?

- Placement agency in NYC government that places FWS eligible college students in summer internships.

- All internships are in the public sector within the five boroughs of New York City.
Benefits of this Program

- opportunity to serve the NYC area communities
- build professional skills
- learn about careers in the public sector.

“A Public Service Corps internship links meaningful community service experience with academic learning, personal growth, and civic responsibility.”
Agency Examples

- Juvenile Justice
- Payroll Administration
- Children’s Services
- City Planning
- Consumer Affairs
- Cultural Affairs
- Design & Construction
- Mental Health & Hygiene
- Public Libraries
- New York City Fire Dept.
- Mayor’s Office

Website For General Program Information:
Internship Area Examples

- law
- research
- finance
- social services
- environmental studies
- accounting
- office administration
- education
- health
- information systems
- graphic arts
- Journalism
- Engineering
- Computer technology

Program Eligibility

- Must have **FWS** eligibility this academic year
- **Not** graduating before December 2015
- Be registered and in good standing (academically, not on leave)
Hourly Pay Rate

- Standard across NYC agencies
- Sophomore in college=$9.41/hour
- Juniors/Seniors=$10.36/hour
- We use your “Rising” status to ensure you are able to earn as much as you can!
Housing

- NYC PSC DOES NOT provide housing for the summer in NYC.

- Make sure you can find a place to stay for the summer (if home is not in NYC) before you complete the application.
How it Works...

- You are applying to a placement agency rather than an individual organization.

- You will receive word of funding approval from Cornell, but actual work placements are made by NYCPSC.

- Placements do not occur until you complete the placement interview – in late April or May - close to when you are to be in NYC and ready to work.
What Does Cornell Career Services Do?

- Advertise and promote the program to Cornell students.
- Collect NYCPSC application forms and documents.
- Confirms student FWS eligibility.
- Submits the forms to the NYCPSC office.
What Does NYC PSC Do?

- Receive applications on a rolling basis through spring semester.
- Arrange interviews with students when they get to NYC after end of spring semester.
- Work with you to determine your goals and agency/internship fit.
- Manage your paycheck and work hours with the hiring office or agency.
How to Apply

- Go to CCS NYC PSC webpages: [http://www.career.cornell.edu/students/jobs/internships/cornell/nyc.cfm](http://www.career.cornell.edu/students/jobs/internships/cornell/nyc.cfm)

- Follow the directions in the “Program Overview” and click, “Online Application.”
# Cornell University

**NYC PSC SUMMER INTERNSHIP PROGRAM**

**STUDENT INSTRUCTIONS AND FORMS**

**Directions:** All of the following forms/documents must be received by Cornell Career Services to in order for your application to be reviewed for pre-internship approval.

<table>
<thead>
<tr>
<th>FORM</th>
<th>PRE-INTERNSHIP</th>
<th>POST-INTERNSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Application</td>
<td>Enter online application</td>
<td>Enter online evaluation</td>
</tr>
<tr>
<td>Hold Harmless Form</td>
<td>Complete Hold Harmless form</td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>Upload your resume</td>
<td></td>
</tr>
</tbody>
</table>

**APPLICATION STATUS**

<table>
<thead>
<tr>
<th>FORM</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Complete</td>
<td></td>
</tr>
</tbody>
</table>

**AFTER CAREER SERVICES APPROVAL**

- Return to this checklist to track your application status.
- At least 10-14 days following the Career Services email regarding your university approval, you will hear from your NYC PSC placement counselor by email, phone, or snail mail (at the address listed on your application).
- When you receive an email/call from a placement counselor – respond to it as quickly as possible, or they may think you are no longer interested.
- If you are considering other summer internship options, you can ask them to put you on “hold.”
- If you accept another internship, email your placement counselor **AND** Cornell Career Services at: nycpsc_summer_program@cornell.edu to withdraw.
- Contact NYC PSC directly at: [http://www.nyc.gov/html/dcas/html/contact/email.shtml](http://www.nyc.gov/html/dcas/html/contact/email.shtml) if you have not heard from a placement counselor via email or phone after two weeks (it takes 1-2 weeks to process you in their system).

**Cornell Career Services does not track your progress after we have forwarded your application to NYC PSC, so our office will not be able to answer your questions about the status of your application or interview scheduling. Please contact NYC PSC directly for this information.**

**GENERAL PROGRAM QUESTIONS?**

Email us at: nycpsc_summer_program@cornell.edu
Make sure to put an address in this box considering that it will be used to send you your first pay check.

**Application: Address**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Social Security # (Last 4 digits only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>Street</td>
<td></td>
<td>Apt.</td>
<td>Birthday Optional (M/D/YYYY)</td>
</tr>
<tr>
<td></td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Primary Phone (area code + #)</td>
</tr>
</tbody>
</table>
The application allows you to specify career-related work areas of interest and rank your preferred work locations.

The best chance for placement is to remain open minded and flexible as to the type of work that you might do. Any transferable skills are valuable.
Application: Work Hours

- Hours available to work – You MUST have at least 40 hours of weekday, daytime hours available (i.e. 8-4, 9-5).

- Include 1 hour/day for lunch (unpaid).

- Not all offices have evening or weekend hours available, and you do not want to come across as too limited to be hired.
If you are abroad, note this as your status, and define the date that you will return to the US, and when you are available to work.

If hired through the Health Research Training Program (deadline was in February) this is the place to note this.
Remember: First Impressions are Important!

- Think carefully – this is their impression of your communication, and what you wish to contribute or learn.

- Ensure your application gives the placement counselor sufficient information to place you.

- You will receive an approval notice email from CCS.
After CCS Approval

- When you get your CCS approval email, note the directions for follow up with the NYC PSC office.

- You will be contacted by NYC PSC to schedule your placement interview for a date when you are in NYC.

- Contact NYC PSC for any issues or questions at that point!

- It takes NYC PSC at least a 1-2 weeks to get you processed into the system, and assign a placement counselor.
Placement Counselor Assignment

- All approved applications are reviewed by a central administrator, then distributed to a placement counselor.

- Each counselor contacts his/her students via email or phone to assess interests, and schedules a placement interview.

- Respond ASAP – or they may assume you are not interested.
Next Steps

- Ok to ask to be put on HOLD if you are considering other options.

- OK to keep looking for an appropriate internship if you have **NOT ACCEPTED** an Internship OFFER.

- Check your email/phone message – is it PROFESSIONAL?

- Just remember: The later you apply, the longer the process takes!
Placement Interview

What to Bring:
- Original SS Card and Cornell ID
- Checkbook (for direct deposit)
- Completed Tax Forms
- Wear Appropriate Attire
Placement Interview

- Counselor will review your options

- **Choice** – is there a good fit for your career interests…
  OR

- Are you open to other skills/careers?
Placement Interview

- Don’t expect to meet with many agencies then pick best one! 1-2 visits at most

- If not good fit – do not accept!

- Renege=breach of ethics

- NO guarantee – but you make the final decision if you work or NOT
Advance Planning

- Some agencies will have requirements for background or medical checks

- Completing special forms in advance will speed your placement and work start date
Timeline for Applications

- Try to apply by April 1.

- Applications will be accepted through mid-May.
Winter Break Option

- Can apply to return to your agency over winter break.

- Funds come out of FWS Academic Year award.

- Great option if you are NOT working on campus or are abroad/away one semester and do not need full award for on-campus job.

- Applications for Winter Break NYC PSC managed through Student Employment Office...NOT CCS!
Questions?

NYC PSC Application Process:
Cornell Career Services
- nycpsc_summer_program@cornell.edu

NYC PSC Placement Process:
- Phone: 212-386-0057; email: psc@dcas.nyc.gov

Winter NYC PSC internships:
The Office of Financial Aid and Student Employment
- Email: sesemp@cornell.edu (to check/confirm your FWS)