Past NYC PSC Internships

Administration of Child Services: Handle follow-up phone calls for Foster Parents Recruitment hotline. Circle of support data hotline correspondence. Help with organization and attend special functions.

Assistant Commissioner: Assist in content management of computer-based training, maintenance of EEO website, assist in setup and delivery of training presentations and video conferencing. Create PowerPoint presentations, graphics and chart/graphs.

Director of Facilities: Work closely with Director of Facilities Management to update and further populate extensive facilities database. Research through Department of Buildings mainframe application, interface with facilities project managers, coordination of requests for additional information from community partners.

Codes and Engineering: Assist the staff of the Technology Management unit. Work with 6 engineers and the Director of Engineering. Assist in researching codes, reviewing plan submissions, drafting official letters, updating databases, reviewing variance applications, reviewing equipment applications, evaluate plans.

Contract Manager: Assist in preparation of Contract Budget reports and spreadsheet, End-of-Year inventory of agency warehouse for Facility Services. Prepare reports and spreadsheets for budget plan to ensure funding and availability for contracts.

Department for the Aging, nutrition: Provide Educational Seminars, Assist input of gathered data and analysis of menus for nutrient content.

Department of Human Resources Administration:

- Prepare entitlement applications for at-risk clients. Review documents, contact landlords and utility companies for updated information regarding the clients’ accounts.
- Review case files to determine if they should be referred to CASA/Homecare or PSP, reassessed or closed. Develop database to determine how service should be implemented in a timely manner.
- Interns will interview staff and create detailed business and systems spec documentation. Interns would also be expected to work closely with programming staff in the design of software applications resulting from the analyses.
- Provide support to administrative staff by developing and maintaining inventory controls, tracking systems, and assisting in operational analyses.

Media Relations: Provide production and press assistance to the Office of Public Information and Communications. Duties include reviewing newspapers and preparing daily news clips for executive team, assisting with the production of newsletters and brochures, filing and answering telephones.

Hospitals:

- Admission: Assist in admitting patients to hospital. Verify information, discharge activity, escort patients.
- OBGYN: Assist with administrative duties. Observation of clinical activities on labor and delivery.
- Pharmacy: Aid in dispensing unit dose medication, reconstitute antibiotics. Deliver medication to units.

Additional Organizations & Agencies:

- Methodist Center America Reads
- Community and Government Affairs Occupational Safety & Health
- General Counsel Office Prosecutor Narcotics
- Special Investigations