Examples of Previous DYO or NYC PSC Employers

### DYO Examples:

**Small Real Estate firm:** Assisted CEO with Market Research, Property Acquisitions, Predevelopment Analysis, Project Financing analysis with focus on leveraging public/private funds for workforce housing and/or adaptive reuse of existing buildings as hospitality. Contributed to research on feasibility of solar energy upgrades in South Florida.

**Small Vet practice:** Intern will gain experience in all aspects of a small animal veterinary practice. Work with clients on the phone and in the office, handle animals, assist the doctors during office calls & in surgery, work in the lab area doing chemistry panels, CBCs, parasitology, urinalysis, and preparing slides from skin scrapings, ear swabs, and fine needle aspirates. Also learn to interpret what is seen in the microscope. Responsible for caring for hospitalized patients.

**UN Foundation/Better World Campaign** legislative and international relations projects, including: tracking legislation, monitoring think tank and policy center analysis, congressional database maintenance, drafting materials (writing/researching), editing website content, and administrative support.

**Children’s Museum:** Engage children with museum workshops/exhibits to explore and discover. Encourage learning for children and adults in an informal educational environment.

**Cornell Plantations:** Work closely with a Natural Areas Management crew on such tasks as plant identification, invasive species control, use of GIS & GPS, trail maintenance, site monitoring, and rare plant monitoring and protection. Major focus will be on assessment of invasive species and different methods of control including hand pulling, cutting and herbicide application.

**Math Department:** work on solving a problem in logic/theoretical computer science to do with the computational complexity of deciding the winner in a certain two-player game played on graphs. Explore this and related questions abstractly and write results proof.

**Bio-molecular Engineering:** Assist with research in protein engineering, including cloning, recombinant DNA techniques, cell culture and other appropriate experiments and protocols.

### Astronomy Department:** Image processing to deduce cloud structure on Jupiter.

**VET College:** Training and exercising horses on a high speed treadmill. Administer medications as needed. Assist with research projects.

**Environmental Engineering:** Run a 10-week research project that will supplement ongoing research. Study the effect of pH on the product inhibition in mixed microbial communities treating agricultural waste residues. Perform lab duties and present work and results to the lab.

**Harlem RBI:** provide reading and other enrichment/literacy activities in the morning, assist coach with baseball or softball team building afternoons. Assist with field trips to NYC locations.

**Wildlife Conservation Society, Design Management**

**Brooklyn Legal Services:** Assist senior management team with administrative, fiscal and development projects. Research, writing, planning, etc.

**Lab Researcher:** Prepare biological samples for chemical extraction and testing for biological activity against both ecologically relevant and biomedically useful target. Separate and purify extracts of those not show relevant activity.

**Discover Life in America:** assist with information technology, photography, high resolution scans and development of educational outreach materials related to the All Taxa Biodiversity Inventory during the 2009 research season.

**U of MD Center for Substance Abuse:** Assist with data management of an ongoing longitudinal study of college students. The study is funded through NIH. The position will also assist with literature reviews and writing up results from data analyses.

**SUNY Binghamton:** Model simple thermal circuits, design and build a parallel plate type thermal resistance measuring device based on ASTM D547D modified to better suit thermal interface materials.

**UCONN Medical Center:** Administer a battery of behavioral tests to control transgenic mice. Collect data on activity, repetitive behavior, socialization and vocalization, performing data analysis and data presentation. The purpose is to determine if the transgenic CKAP5 mouse is a model for autism.
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**Fractal Antenna Systems:** Assist in research and development of antenna projects incorporating fractal geometry.

**Center for Peace and Conflict Studies, Wayne State:**
Assist with research project on immigrant political socialization; assist with Middle East Young Leaders Civic Integration Training; assist with various center event planning & implementation.

NYC PSC Placement Examples:

**Chinese Methodist Center, America Reads**
Community and Government Affairs
Occupational Safety & Health
City Administrative Services, General Counsel
Office Prosecutor Narcotics, Special Investigations

**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.

Dept 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.