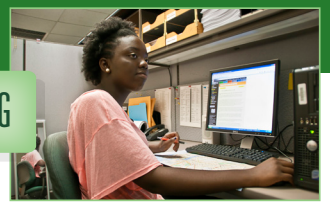
JUMP-START YOUR CAREER

AS A PUBLIC SERVICE CORPS INTERN

LITERACY

Through PSC's America Reads program, interns work with preschool and school-age children in day care centers, libraries and after school programs throughout the five boroughs. Interns receive training in literacy methodology, child development and other relevant areas by their supervising teacher. They read stories, tutor children in basic skills and prepare students for upcoming examinations. During the summer months, interns may accompany teachers and children on field trips to libraries, museums and parks in addition to their classroom duties.

ENGINEERING



PSC interns may work closely with professionals in one of the engineering branches (chemical, civil, mechanical, and electrical) and perform engineering work in the field or office. Interns help engineering and public certification units review proposed fire code changes, prepare public certification exams, and develop study materials. They also research technical information for acceptance of new proposals. Some interns prepare drawings using micro station (Auto CAD) submissions and shop drawings.

ACCOUNTING

Many PSC interns work with Certified Public Accountants in city agency budget departments, performing journal entries to accounts payable/receivable. In some offices students are required to conduct internal and field audits. Interns are given opportunities to learn agency programs, services and funding needs. Additionally, interns may prepare rollover projections and create Excel spreadsheets.

ARCHITECTURE

PSC interns may review CAD drawings for conformance to office standards and make necessary corrections, survey office space, and assist engineers with completion of CAD drawings. They may also prepare Excel/ Power Point tables / charts / presentations as needed and perform other related tasks.

GRAPHICS

PSC interns work with industry standard graphic software to produce professional grade posters, books, invitations, signage, and presentations. Interns may handle form design and development requests from agencies, and solicit feedback and suggestions from staff on how to improve the design, content and information of forms. Proficiency in Quark Express, Photoshop, Illustrator and Indesign is frequently required.

ADMINISTRATION

PSC interns perform a broad range of duties at various city agencies utilizing manual and office systems. These positions require organized, detail-oriented individuals with excellent computer skills. Interns primarily serve as support for supervisors and managers.

INFORMATION TECHNOLOGY

PSC interns may work in agency IT Units updating databases, creating spreadsheets, developing web sites and maintaining networks. In some cases, interns work at a helpdesk, troubleshooting computer problems. Interns may also program computers and help train staff, assist IT Directors in the installation and updates of computer equipment, including software and hardware, and interact with agency personnel to ensure that needs and requests for assistance are met in a timely manner.

HEALTHCARE

PSC interns work in any number of departments (budget, pharmacy, admitting, emergency), and perform such duties as providing patient advocacy, performing foreign language translation services, conducting patient surveys, and providing general assistance. At some hospitals, interns dispense medication under the supervision of pharmacists.

HUMAN RESOURCES

PSC Interns work with Human Resources directors on such issues as payroll, hiring, timekeeping, medical and other types of leave. Interns may attend staff development and training meetings and interact with Human Resources business partners on benefit related issues. Interns may also update manuals, draft correspondence to employees, learn Workers' Compensation policies and procedures, attend seminars, and assist in training.

LEGAL

PSC undergraduate interns provide support to attorneys by copying and organizing documents, researching and writing letters to general inquiries, and in some cases appear in court in response to subpoenas for records. Interns may prepare notices of liens, as well as prepare and fax legal documents to law firms, the NYC Law Department and the NYC Finance Department. Law students may perform legal research and writing, draft memorandums of law, draft motions under the direction of staff attorneys, read and analyze hearing decisions, write summary reports, and represent an agency at hearings.

RESEARCH

PSC interns may analyze and write reports summarizing the results of surveys on policy issues and perform a wide variety of other research tasks. They may assist program directors in the preparation of monthly statistical reports and perform analyses to evaluate program efficiency and identify areas of improvement. They may also assist Quality Management analysts in analyses of audits and surveys.

Contact Information

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PUBLIC SERVICE CORPS

INTERNSHIPS AT NYC AGENCIES