

Position Title: Student Intern – Human Capital
Internship Duration: 10-14 weeks (May – August 2018)
Hiring Rate: \$15/hr
Location: Albany

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

Please specify the exact title and location of the position that you are applying for. All candidates must submit a resume demonstrating evidence of meeting the qualifications as specified in the job notice. Please include all relevant employment history, including the name of each employer, dates of employment and titles held.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity.

For additional information, please see attached position description.

The 2018 Summer Internship application process is now closed.

Position Description

Nature and Scope

DASNY provides financing and construction services to public and private universities, not-for-profit healthcare facilities and other institutions that serve the public good. DASNY is divided into five major subdivisions: Executive Direction, Public Finance and Portfolio Monitoring, Construction Services, Counsel, Finance & Information Services. The Executive Direction division oversees all aspects of DASNY operations.

Primary Purpose

Under the supervision of the Senior HR Specialist for Human Capital, the student intern will perform a variety of tasks related to the Human Capital function; including but not limited to recruitment, labor relations, onboarding, benefits, communications, social media, and intranet site content.

Essential Functions

- Design recruitment videos that can be used to enhance DASNY's recruitment efforts.
- Develop HR intranet pages for specific benefits issues.
- Develop HR newsletter.
- Review DASNY's recruitment, online orientation and onboarding program and offer suggestions to streamline and further automate the process.
- Assist in the development of a DASNY intern alumni network/website, including research and design aspects.
- Assist with DASNY University training initiative.
- Organize HR general files.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Information Technology Services. (Standards can be found on the Intranet.)

Minimum Qualifications

Must be a full-time matriculated undergraduate (sophomore level or above) or graduate college student working toward a degree in Communications, Media, Public Administration, Business Administration or a related field.

Essential Skills

- Excellent oral and written communications skills.
- Excellent organizational skills and ability to prioritize.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.