

Position Title: Student Intern – Real Property
Internship Duration: 10 weeks (May – August 2018)
Hiring Rate: \$15/Hour
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 sub-divisions: Executive Direction, Public Finance and Portfolio Monitoring, Construction Services, Counsel, Finance & Information Services. The Office of Real Property provides personalized service to clients, such as the Office for People with Developmental Disabilities, the Office of Mental Health and the Office of Alcoholism, and Substance Abuse Services, across the State. Its focus is on locating and evaluating suitable properties, negotiating purchases or leases, and monitoring/coordinating project development. It is responsible for a broad range of real estate services geared toward finding the best site for the clients. Services available to clients include site search, leasing, appraisals/valuation, acquisition, negotiations, property leases on property types ranging from single family homes in rural or suburban locations to commercial buildings in the New York City metropolitan area.

Primary Purpose

Under the supervision of the Director of Real Property, the student intern will be exposed to all facets of the Real Property programs and may work on special projects. Intern serves in a temporary capacity as a DASNY student intern assisting with various projects which span the Real Property function including the purchase sale or leasing of real estate as well as the property management of a lease portfolio representing our client's needs as tenants in Leased property.

Essential Functions

- Under the guidance of the Director of Real Property, the intern will participate in client meetings, and on-site visits at leased facilities for the Office of Mental Health and the Office of People with Developmental Disabilities.
- Assist Real Property staff with lease negotiations, lease preparation, review of leases and contracts.
- Assist with research for property evaluations and review appraisals; obtains free quotes and order rent studies
- Arranges for payment of rent studies and appraisals
- May edit and update documents and templates.
- Collaborate with Field Representatives on related projects.
- Follows up with Landlords and assists with resolving landlord/tenant property management issues.
- Assist with data entry into the RP database and run reports.
- Conduct Research on Real Estate field.
- May undertake Real Property files audit.
- Organize Real Property general files.
- Undertake special assignments as directed.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet.)

Position Description

Minimum Qualifications

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