



DASNY

**We Finance, Design,
and Build Infrastructure**

Position Title: Student Intern – Counsel Office
Internship Duration: 10 – 14 weeks (May – August 2019)
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.

For additional information, please see attached position description.

Qualified candidates should apply directly through the following link:

<https://dasny.clearcompany.com/careers/jobs/e63d606a-5a46-ee57-05de-c7bb15f4dadf/apply?source=968664-CS-21751>

We encourage all applicants to submit electronically.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.

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 divisions: Construction Services, Counsel's Office, Executive Direction, Finance & Information Services Public Finance and Portfolio Monitoring. Counsel's Office provides legal services to all Units of DASNY and is responsible for supervising litigation to which DASNY is a party and for providing legal advice on procurement, contracts, construction, bond issuances, asset management, investments, human resources, grant programs, corporate governance, legislation and all other activities of DASNY.

Primary Purpose

Under the supervision of an attorney admitted to the New York State Bar, serve in a temporary capacity as a DASNY student intern performing a variety of legal and paralegal duties. Student interns may also participate in educational opportunities designed to inform interns on DASNY business operations and other important business topics.

Essential Functions

- Perform basic legal research and writing under the direction of the General Counsel, a Managing General Counsel, a Managing Assistant Counsel, or their designees on a wide variety of legal matters relating to DASNY's activities.
- Assist in the review of contracts under the direct supervision of an attorney admitted to the New York State Bar to ensure that they are in proper legal form and have all necessary approvals and supporting documents.
- Perform tasks associated with real estate transactions under the direction of the General Counsel, a Managing General Counsel, or Managing Assistant Counsel or their designees in connection with DASNY's financing and construction programs.
- Participate in the preparation of legal documents and official statements in connection with DASNY's financing under the direct supervision of an attorney admitted to the New York State Bar and may participate in closings.
- 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.)
- Student interns are subject to and must comply with applicable laws, policies, procedures and expectations for DASNY employees.

Minimum Qualifications

Must be a full-time matriculated student who has completed at least one year of law school.

Essential Skills

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