



CITY OF NEW YORK
Department of Citywide Administrative Services
Division of Citywide Personnel Services
Bureau of Personnel Development

PUBLIC SERVICE CORPS

Thank you for your interest in the **Public Service Corps (PSC)**, the nation's first and largest off-campus public service internship program for college students!

PROGRAM HISTORY

The New York City Public Service Corps (PSC) is dedicated to providing undergraduate and graduate students with opportunities to serve their communities, build occupational skills, and learn about careers in the public sector. The Public Service Corps connects meaningful internship experience with academic learning, personal growth, and civic responsibility. While students apply their classroom studies to the real world, community service needs are met.

Since its inception in 1966 as the NYC Urban Corps, over 100,000 students from more than 100 colleges and universities have participated in the program. Currently, PSC provides opportunities for Federal Work-Study and academic credit placements in a multitude of City government agencies. Public Service Corps placements are augmented by career development workshops and other enhancements designed to enrich the student internship experience.

PROGRAM TYPES

Participating students can choose from the following placement types:

Work-Study • Academic Credit

Placements include internships in law, research, finance, social services, environmental studies, accounting, office administration, education, health, information systems, graphic arts, journalism, engineering, and computer technology.

PUBLIC SERVICE CORPS JOB CATEGORIES

ACCOUNTING AIDE - examines books and records of financial operations; may include payroll and auditing functions. Knowledge of business math and accounting preferred.

ADMINISTRATIVE AIDE - performs a variety of responsibilities related to the management of the daily operations of an agency; including, but not limited to, preparation of correspondence and reports, liaison activities, typing, filing, answering phones, and other related clerical duties. Scope of responsibility is dependent upon work experience.

ARCHITECTURE AND DRAFTING AIDE - works on design, research, and operational projects relating to architectural design, building construction, and infrastructure projects. AutoCAD, drafting and/or architectural courses required.

CASEWORKER ASSISTANT - assist in interviewing and counseling individuals, maintaining records in hospitals or other social service settings. Field work may be involved

CLERICAL AIDE - types, files, answers phones and performs other clerical related functions. Education courses preferred.

EDUCATIONAL TUTOR – Under supervision, tutors children in day care centers, schools and libraries to enhance academic skills.

ENGINEERING AIDE - works with engineers on designing buildings, infrastructure, and related projects. Engineering and or advanced mathematics courses required.

GRAPHIC ARTS AIDE - assists in design, layout, photography, and other related technical areas. Specific skills, experience or related course work required.

HOSPITAL STAFF AIDE - internships may be clerical or patient-contact oriented. Work performed in areas of admitting, emergency room, pharmacy, dietary services, and other related areas. Ideal for nursing or pre-med majors.

INFORMATION PROCESSING AND COMPUTER AIDE - works on projects and operations utilizing data processing equipment and advanced software procedures. Information processing, computer science courses and/or work experience required.

JOURNALISM/PUBLIC INFORMATION AIDE - works on city publications, agency newsletters, press releases, etc. Some experience or related course work preferred.

LEGAL ASSISTANT (law school students) - assists attorneys in performing legal research, report writing, acting as court liaison, and other related activities.

LEGAL ASSISTANT (undergraduate) - performs legal research, report writing, and related clerical functions in a law related agency or bureau.

LIBRARY AIDE - assists in cataloging and shelving books, setting up displays and exhibits. Courses in library science preferred but not required.

PERSONNEL ASSISTANT - assists human resources department personnel in interviewing candidates, making phone inquiries for references and surveys, report writing, record keeping and related administrative functions.

RESEARCH AIDE - assists in obtaining and evaluating data for various projects, investigations, studies and surveys. Sound writing skills and ability to manipulate data and statistics preferred.