



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York Job Vacancy Notice

Civil Service Title: Summer College Intern

Level: 00

Functional Title: Summer Intern

(Policy, Procedures & Records Mgmt.)

Title Code: 10234

Salary Range: \$15-\$15.50 (Hourly)

Location: 55 Water St. NY, NY

Department: Records & Procedures Mgmt.

Job Description:

- Candidates must be able to travel to Lower Manhattan for the duration of the internship

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with over \$100 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

TRS' Office of Operations is seeking two bright, enthusiastic individuals to work this Summer in the Policy, Procedures and Records Management Unit. The successful candidates would support current ongoing projects and initiatives.

Responsibilities:

Responsibilities include but not limited to:

- Scanning index cards and documents
- Converting files to JPEG images
- Using Excel to track, record and log project details
- Tracking Inventory Batch numbers from boxes deemed Disposition Eligible
- Transferring batches into inventory bins
- Inventory existing boxes to identify the actual cases in those boxes
- Assist with filing and organizing files

Preferred Skills:

1. Proficient in Excel
2. Strong time management and prioritization skills
3. Effective interpersonal skills
4. Strong communication skills
5. Detail oriented with the ability to multi-task and work both independently and as part of a team
6. Ability to read, understand, as well as follow oral and written guidelines

Must have a working desktop/laptop (Windows or Mac only) with updated anti-virus & internet security software

Competencies:

- Learning ability
- Team player
- Self motivation

Minimum Qualification Requirements:

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 528213

Dated: 4/14/2022 **Posted Until:** 4/27/2022