



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

RECORDS MANAGEMENT & TELECOMMUNICATIONS INTERNSHIP

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnaukas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work.

JOB SUMMARY

We are currently looking for a Fall Intern to join our Facilities, Telecommunications and Administrative Services department. Duration is for 3 months and 3 days a week (approx. 24 hours). The Intern will provide support to the FAS unit as follows:

- Support the Records Management Team in the implementation of the Electronic Records Management System Solution (ERMSS) for back file and ongoing records for the Agencies;
- Provide assistance with the reconciliation of on- and off-site records according to the agencies retention/disposition guidelines and schedules;
- Work with the Facilities team's procurement of OTPS goods and services;
- Assist with the coordination of videoconferencing, and other types of audio/visual meetings;
- Coordinate with HR and the employee onboarding requests, which includes ordering business cards and nameplates with the Agencies' vendors;
- Responsible for maintaining and updating Agency floorplans utilizing SmartDraw;
- Manage Agency phone directory and ISI Call Accounting database, which tracks employees long distance telephone usage;
- Accountable for taking detailed meeting minutes, logging visitors in the Rudin Management web reservation interface, and creating Excel spreadsheets.

QUALIFICATIONS:

- Proficient in the use of all Microsoft Office applications, especially Outlook and Excel
- Good communication and writing skills
- Good analytical, technical and problem solving skills
- Must be detail-oriented and highly organized



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- Must be able to work independently, as well as with a team
- Must be able to interact courteously and professionally with Agency staff
- Must be able to exercise discretion in handling sensitive information
- Must be able to communicate proactively to supervisors about the status of assignments
- Interest in project management, change management, and using technology to improve organizational operations a plus
- High school degree or equivalent or some college course work

TO APPLY: Interested applicants should email their resumes and cover letters to
JobOpportunities@nyscr.org

New York State is an Equal Opportunity Employer (EOE)