



Public Service Corps Program Annual Report 2024

Local Law 4 (2023)

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1. Introduction

This annual report is submitted in accordance with Local Law 4 (LL4) of 2023 which codified the Public Service Corps program administered by DCAS, building on a program which was already in existence. The program allows undergraduate and graduate students to participate in internships across city agencies.

LL4 requires the Department of Citywide Administrative Services (DCAS) to submit a report annually to the mayor and the speaker of the council on the administration of the Public Service Corps Program during the preceding fiscal year. Specifically, the report must, at a minimum, include the following:

A description of the steps DCAS took to recruit students from diverse backgrounds;

A description of the steps DCAS took to identify internship opportunities and offer internships at a broad range of agencies;

The total number of students who participated in the program;

The number of students who participated in the program disaggregated by race or ethnicity, gender, and academic institution;

For each agency to which an intern was assigned, the total number of interns assigned to such agency.

This report covers Fiscal Year 2024 (FY 2024), a period from July 1, 2023, through June 30, 2024, and includes the information required by LL4 noting information sessions held to promote the Public Service Corps Program and participation in recruitment events, including participation in the NYC Government Hiring Halls, as well as the launch of a PSC Intern Hire Expo for eligible students and city agencies.

In FY 2024, DCAS successfully recruited, onboarded, and placed 116 college students into meaningful paid and for-credit internships in a broad range of city agencies. This represents an 87% increase in access and participation from the previous fiscal year.

2. Program Overview

DCAS administers the Public Service Corps (PSC), the nation's first and largest off-campus internship program, which was established in 1966 and was designed to provide students from diverse backgrounds and financial needs with valuable work experiences in city agencies. The program offers undergraduate and graduate students who receive Federal Work-Study financial aid grants the opportunity to participate in paid or academic-credit internships at a variety of city agencies. Additionally, the Public Service Corps program allows students to participate in *America Reads*, a national initiative that provides tutoring to preschool and elementary school students.

Students in the PSC program work part-time during the academic year and full-time over the summer and school breaks. To be eligible, students must attend an academic institution that participates in the program and permits off-campus work-study. Interested students apply through their school's financial aid office.

DCAS actively collaborates with New York City colleges, universities, and city agencies to provide diverse internship opportunities across the city. DCAS promotes the PSC program through information sessions, recruitment events, student panels, coalitions, and online jobs and networking platforms to ensure broad access and engagement with students across New York City.

3. Diverse Student Outreach

In FY 2024, DCAS expanded its engagement in student-centered activities, participating in a wide array of events including school career fairs, work-study internship events, intern-led workshops, presentations, customized internship information sessions, and panel discussions. This outreach effort involved strengthening partnerships with financial aid and career services staff and collaborating closely with City University of New York (CUNY) Industry Employment Specialists, who play an essential role in connecting CUNY students with paid City internships.

Overall, the PSC team participated in 23 targeted events to promote the PSC internship program, along with additional promotion at events attended by the DCAS Office of Citywide Recruitment team, which conducts outreach across communities to raise awareness of civil service opportunities. Additionally, the PSC program team participated in the NYC Hiring Halls held in 2023, broadening the program's reach to diverse student audiences across the five boroughs.

To enhance access and participation among diverse students, the PSC program team also expanded its use of online platforms such as Handshake and Simplicity, which are widely used by students to explore internship and full-time job opportunities. By leveraging these platforms, the team not only increased the visibility of available positions but also enabled students to apply directly online.

These efforts contributed to the growth of existing partnerships with academic institutions, some of which doubled their student participation in the PSC program, and to the establishment of new partnerships. Among the 15 schools that participated in FY 2024, eight were CUNY colleges.

4. Identification of Internship Opportunities Across a Broad Range of Agencies

In FY 2024, agency recruitment efforts were amplified under LL4. DCAS engaged agencies to provide information about the Public Service Corps Program and the benefits of using the Program to hire interns to support their agency's mandates and initiatives and create a talent pipeline for future hiring. The PSC Program provides a unique opportunity for city agencies as it is a cost-effective measure that allows agencies to bolster their workforce and serves as a vital pathway for recruiting and developing talent with a passion for public service. It enables city agencies to further their diversity and inclusion goals while benefiting from the fresh perspectives PSC interns bring, often fostering innovation and new approaches to their work.

Outreach to agencies included sharing information on the PSC program and application process at citywide meetings held for Human Resources staff, email and telephone campaigns, and conducting information sessions with respective agencies. The PSC program team also conducted targeted outreach during the transition months of each fiscal year when there is a great need to hire interns.

Launch of the Public Service Corps Intern Hire Expo

In addition to targeted outreach to city agencies, DCAS developed and launched the PSC Intern Hire Expo, an intern hiring event designed to strengthen agency partnerships and address the urgent need for intern support in the summer and fall of 2024. The first PSC Intern Hire Expo took place on June 7, 2024, and helped to streamline the recruitment and selection process for interns. This centralized event included program-eligible undergraduate and graduate students from six academic institutions, including CUNY colleges, across various relevant degree fields.

The event attracted a diverse group of students, as well as hiring and workforce managers from various city agencies with high demand for intern support. Managers conducted on-the-spot interviews and extended conditional offers, allowing agencies to connect with over 60 internship-ready students and promote their open positions. Of the 32 available internship roles, 28 were successfully filled, marking the event as a notable success.

The Expo empowered agencies to fill positions quickly, allowed internship candidates to expedite their position search, and highlighted the City's commitment to expanding access to a broad range of internships across government. Building on this success, the event will be expanded in the future to meet the diverse needs of student interns and agencies alike.

5. Summary of Student Diversity, Academic Institution and Agency Outreach

The Public Service Corps internship program remains a diverse and equitable platform focused on college students with financial needs. Enhanced efforts, aligned with LL4 requirements, have expanded awareness and access to City internships via academic institutions, with a special outreach focus on hard-to-reach areas and CUNY colleges. This expansion also includes increased participation in online events to boost student awareness, and access to high-yield events at diverse academic institutions.

Of the 116 PSC interns placed in FY 2024, 57% (67) self-identified as female, and 37% (43) self-identified as male, representing various racial and ethnic backgrounds. The majority of interns self-identified as Black or African American (34%), Asian (22%), and Hispanic (22%), underscoring the racial and ethnic diversity of the program's participants.

Through DCAS' ongoing commitment to enhancing internship access and experiences for students in diverse two and four-year accredited programs across all boroughs, the PSC program team continues to drive outreach and engagement to meet the objectives set forth by Local Law 4. The team will continue to build new and existing relationships with CUNY schools, private institutions, city agencies, and most importantly, students interested in bringing their knowledge and skills to city government.

Report Tables

Table 1: FY 2024 PSC Interns Disaggregated by Race/ Ethnicity and Gender

Race	Female	Male	Not female or male	Choose not to disclose	Total # PSC Interns
American Indian or Alaska Native	-	-	-	-	-
Asian	18	7	-	-	26
Black or African American	22	18	-	-	41
Not Specified	8	11	-	-	22
Two or more races	-	-	-	-	7
White	13	-	-	-	19
Hispanic	13	12	-	-	26
Grand Total	67	43	-	-	116

Note:

- Race/Ethnicity totals may exceed 100% because applicants can self-identify as Hispanic and select a race/ethnicity; this increases the count in the self-selected categories of race.
- Instances with zero to five interns are not shown but are included in the totals. In a cell for which the number to be reported is between zero and five, the number is replaced with a “-” symbol.

Table 2: FY 2024 PSC Interns by Academic Institutions

Academic Institution	Total # of PSC Interns
Borough of Manhattan Community College	7
Baruch College	7
Bronx Community College	3
City College of New York	1
Guttman Community College	2
Hostos Community College	1
John Jay College of Criminal Justice	4
Marymount Manhattan College	2
Monroe College	8
New York City College of Technology	18
New York Law School	1
New York University	17
School of Visual Arts	31
St. Francis College	13
Yeshiva University	1
Grand Total	116

Table 3: FY 2024 PSC Interns by City Agencies

Agency	Total # PSC Interns
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES	40
DEPARTMENT OF HOMELESS SERVICES	4
DEPARTMENT OF RECORDS & INFORMATION SERVICES	1
DEPT OF YOUTH & COMMUNITY DEVELOPMENT	2
DISTRICT ATTORNEY- KINGS COUNTY	2
HEALTH & HOSPITALS	1
HOUSING PRESERVATION & DEVELOPMENT	2
NYC HUMAN RESOURCES ADMINISTRATION	54
LAW DEPARTMENT	5
OFFICE of TECHNOLOGY & INNOVATION	2
PUBLIC ADMINISTRATOR-NEW YORK	3
Grand Total	116

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