
Job Title	Talent and Organizational Development Intern
PVN ID	VA-2410-006517
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Part Time
Hourly Rate	\$18.00-\$21.00
Hour(s) a Week	0.00-20.00
Closing Date	Dec 17, 2024 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, on behalf of DEM, CUNY BPL seeks to hire a Talent and Organizational Development Intern to help support DEM staff who are working to reduce emissions and energy consumption across the City. The Talent and Organization Development Intern will report to the Senior HR Business partner and will provide assistance with managing the training and professional development request process; support kick-off of the 2025 summer internship program; draft and assist with distribution of internal newsletters and communications and support organizing team events.

NYC residency may be required for continued employment. Immigration sponsorship is not available through this program. This is an on-site position; the office location is 1 Centre Street New York, NY 10007.

Other Duties

Under this assignment, the person's responsibilities may include, but not limited to the following:

- Review training and professional development requests for completeness; assist with obtaining supporting documentation needed for approval.
- Provide hiring managers with information and resources regarding available intern and fellowship programs; support the application process and facilitate communication between DEM and internship program teams.
- Draft internal team communications including our monthly newsletter the Current as well as other communications regarding upcoming events, training compliance reminders, staffing changes, etc.
- Support event planning and creation of presentation decks for internal division-wide meetings.
- Support recruitment and onboarding of new employees
- Assist DEM employees with obtaining office supplies and tech resources.
- Special projects as assigned.

Qualifications

The ideal candidate will bring the following skills and experience to this position:

- Matriculation in an accredited college or graduate school; with concentration in human resources management, business administration, organizational behavior, adult education or related field.
- Excellent interpersonal skills
- Team player; with the ability to collaborate as well as work independently.
- Detail oriented with strong writing and communication skills.