

## **Civil Service Pathway Fellowship: Finance & Procurement**

Position Type

Full Time

Work Authorization

US Citizen, Permanent Resident, Non-OPT EAD Cardholder

Description

To apply you must upload all documents, then the apply button will show

General

The Civil Service Pathways Fellowship is a joint effort between CUNY and NYC DCAS to put you on the fast track to becoming a City employee. Open only to CUNY graduates, the Fellowship is a two-year program in which you will work full time at a City agency, receive training, and become eligible to take the civil service exam after the first year. Unlike other fellowships, the Civil Service Pathways Fellowship helps to prepare and facilitate a seamless transition from fellow to a City employee.

Finance and Procurement Track

Incumbents in these positions often support agencies with their procurement activities in accordance with established policies, procedures, and regulations, and ensure that staff and management receive high quality, professional and responsive services. These positions also may implement financial and procurement management policies, procedures and systems and ensure compliance with agency and citywide standards. The following information is meant to describe examples of duties that Fellows might be involved with or exposed to in positions in this area. The list is neither inclusive nor exclusive, but indicative of several types of duties that may be performed.

Under basic supervision, Fellows pursuing careers in this area might be expected to perform work related to: processing and management contracts for services and procurement of goods and/or City services, economic development and business promotion. Some responsibilities may include: Working with agencies on procurements; responding to employee queries on procurement policy or procedures as appropriate; liaising with internal clients and external stakeholders (suppliers and potential suppliers); maintaining suppliers/contracts databases, and managing and working on multiple projects, working within tight deadlines, and prioritizing work, as necessary.

In addition to the above responsibilities, agencies reserve the right to require incumbents to undertake additional or other duties within your capacity as may, from time to time, be reasonably required and necessary to meet the needs of the organization.

Qualifications

- Have graduated between May 2019 through June 2020 with a bachelor's degree from CUNY
  - Must have a GPA of 2.5 or higher
  - Must have a degree related to finance and procurement
  - Preferred that candidates have experience related to finance and procurement. This can be work or internship experience. A large school or personal project is also acceptable but must be highlighted in your resume.
  - Preferred that candidates have demonstrated commitment to public service either through professional, internship, volunteer, extra-curricular experience or essays.
  - Must be committed to the full two-year fellowship and to joining the Civil Service workforce
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- Applicants must be able to demonstrate their eligibility to work in the United States after graduation and for the entire fellowship period. Applicants must meet the criteria set forth by the I-9, "Employment Eligibility Verification," from the U.S. Citizenship and Immigration Services (USCIS).

Applicants must show they have graduated at the start of employment

Zi Di Chen  
New York, NY 10002  
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March 8, 2020

Civil Service Pathways Fellowship

Re: Finance & Procurement Track  
Dear Hiring Manager:

I am currently a Senior at the New York City College of Technology that will be obtaining a B.S. in Business in June 2020. As I approach graduation, I have been seeking a position in public service that involves finance. CUNY's partnership with NYC DCAS to helping CUNY students make a seamless transition from fellow to city employee is exactly what I have been searching for. With my financial and procurement experiences through internships and relevant coursework, I believe I will be a great Finance & Procurement fellow.

I am currently a Financial Services Intern for NYC DCAS Real Estate Services/Financial Services, and I assist all five units in various finance projects and duties. My duties include but are not limited to assisting the Budget unit in monitoring capital and expense budgets for Real Estate Services and Construction & Technical Services, Revenue & Financial Analysis unit in review and analysis of lease data, and Lease Audit unit in Compilation of Lease data. I am constantly juggling multiple projects with tight deadlines in synergy with the five units and have received no complaints from supervisors other than, "you work too fast, we have trouble finding work for you". I strongly believe the skills that I acquired through this internship experience will allow me to perform duties efficiently such as responding to employee queries on procurement policy or procedures promptly and managing and working on multiple projects.

Relevant courses I have taken that will adequately prepare me for duties such as processing and management contracts for services and procurement of goods, liaising with internal clients and internal stakeholders, and maintaining suppliers/contracts databases are Financial Management, Financial Forecasting, and Merchandising Planning & Buying. In these courses, I have learned how to apply financial concepts towards the procurement of fashion merchandise in an intelligent cost-efficient manner. I am confident the knowledge and skills acquired from my courses will be transferrable towards procurement for the City.

I am highly interested in a financial position for the City and I strongly believe my knowledge and skills acquired through my internship with Real Estate Services and relevant coursework will help me excel as a Finance and Procurement fellow.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Zi Di Chen

## **Civil Service Pathway Fellowship: Policy & Program Analysis**

Position Type

Full Time

Work Authorization

US Citizen, Permanent Resident, Non-OPT EAD Cardholder

Description

To apply you must upload all documents, then the apply button will show

General

The Civil Service Pathways Fellowship is a joint effort between CUNY and NYC DCAS to put you on the fast track to becoming a City employee. Open only to CUNY graduates, the Fellowship is a two-year program in which you will work full time at a City agency, receive training and become eligible to take the civil service exam after the first year. Unlike other fellowships, the Civil Service Pathways Fellowship helps to prepare and facilitate a seamless transition from fellow to a City employee.

Program and Policy Analysis Track

Incumbents in these positions may assist with projects and programs related to: City program analysis, project planning and management, program operations planning and management, labor management-City law and regulations, and related analysis and measurement areas. These positions tend to focus on the collection, analysis, and manipulation of data to make meaningful recommendations for stakeholders to act on. The following information is meant to describe examples of duties that Fellows might be involved with or exposed to in positions in this area. The list is neither inclusive nor exclusive but indicative of several types of duties that may be performed.

Under basic supervision, Fellows pursuing careers in this area might be expected to perform work related to: supporting research projects, including applying the appropriate analytical approaches to compile relevant data for planning purposes; interpreting data, helping to develop policy alternatives; preparing reports, briefs, memos, and/or summaries, as required; analyzing research and planning studies of other agencies and departments; conducting quantitative and qualitative analyses using knowledge of datasets; and managing and working on multiple projects, working within tight deadlines, and prioritizing work, as necessary.

In addition to the above responsibilities, agencies reserve the right to require incumbents to undertake additional or other duties within your capacity as may, from time to time, be reasonably required and necessary to meet the needs of the organization.

#### Qualifications

- Have graduated between May 2019 through June 2020 with a bachelor's degree from CUNY
  - Must have a GPA of 2.5 or higher
  - Preferred that candidates have experience related to program and policy analysis. This can be work or internship experience. A large school or personal project is also acceptable but must be highlighted in your resume.
  - Preferred that candidates have demonstrated commitment to public service either through professional, internship, volunteer, extra-curricular experience or essays.
  - Must be committed to the full two-year fellowship and to joining the Civil Service workforce
- 
- Applicants must be able to demonstrate their eligibility to work in the United States after graduation and for the entire fellowship period. Applicants must meet the criteria set forth by the I-9, "Employment Eligibility Verification," from the U.S. Citizenship and Immigration Services (USCIS).

Zi Di Chen  
New York, NY 10002  
zidi.chen@mail.citytech.cuny.edu

March 8, 2020

Civil Service Pathways Fellowship

Re: Policy & Program Analysis Track  
Dear Hiring Manager:

I am currently a Senior at the New York City College of Technology that will be obtaining a B.S. in Business in June 2020. I currently intern for the City through CUNY Service Corps and I would love to continue my employment in public service. CUNY's partnership with NYC DCAS to helping CUNY students make a seamless transition from fellow to city employee is exactly what I have been searching for. With my extensive coursework and internship experiences I believe I will be a great Policy and Program Analysis fellow.

As a Financial Services Intern for NYC DCAS Real Estate Services/Financial Services, and I assist all five units in various finance projects and duties. My duties include but are not limited to assisting the Lease Enforcement unit in monitoring delinquent tenant accounts, outreaching to tenants, account reporting, and preparing notices for legal review. Assisting the Property Valuations unit in market data collection and analysis projects, inspecting sites, and analyzing leases. These duties require me to be very meticulous; making a minor mistake will cost the city time and money. I strongly believe the skills that I acquired through this internship will allow me to perform duties efficiently such as focusing on the collection, analysis and manipulation of data to aid in helping stakeholders to making better decisions.

Relevant courses that I have taken that will adequately prepare me for duties such as: applying analytic approaches to compile/interpret/analyze data, preparing reports/memos/summaries, and conducting quantitative and qualitative analysis using knowledge of datasets are Direct & Interactive Marketing, Trend Forecasting, Advertising, Financial Forecasting, and Financial Management. In each of these courses, I have completed projects where I needed to compile extensive data using quantitative and qualitative techniques, then comprehend the data and use my intellect to provide improved judgement. I am positive the skills acquired from my courses will be transferrable towards executing analytical research projects for the City.

I am highly interested in a position for the City and I strongly believe my knowledge and skills acquired through my internship with Real Estate Services and relevant coursework will help me excel as a Policy and Program Analysis fellow.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Zi Di Chen