

## Overview

SBS's Waterfront Permits Unit regulates construction permits for properties along New York City's 520-mile waterfront. The Unit is offering several internships for graduate students in the library sciences or related fields, to inventory and index archival and active permitting records. The team will assist the Unit with its records management, retrieval and storage system.

### Locations

The records inventory and indexing work will be conducted at two locations. For the first few weeks, the inventory work will be conducted at **SBS's main office at 110 William Street**, working with active permitting records. Thereafter, the inventorying work continues at **the Brooklyn Army Terminal (BAT) at 140, 58th Street, Brooklyn**.

### Duties

- ✓ Review records
- ✓ Verify if record drawings exist in the case folders, on shelves or in boxes
- ✓ Input metadata into the provided computer tracking
- ✓ Generate and apply barcode labels on the case folder and drawing sets
- ✓ Perform quality control of inventory data entry

### What we are looking for

**Librarian Science Students  
& Recent Graduates**



- Able to travel to both work locations: 110 William Street, Manhattan; and BAT in Brooklyn
- Available Monday to Friday from 9:00 AM to 5:00 PM, for 25 to 34 hours weekly from February through June 2016
- Knowledgeable of metadata systems
- Experienced with records management or archival repository software
- Ability to lift records boxes up to 40 Lbs.
- Ability to retrieve and process records stored in cabinets, shelves and boxes
- Ability to work standing for extended durations

**On-Campus Interview Date & Time: TBD**

**Please bring your resume, cover letter and two references to the walk-in interview**

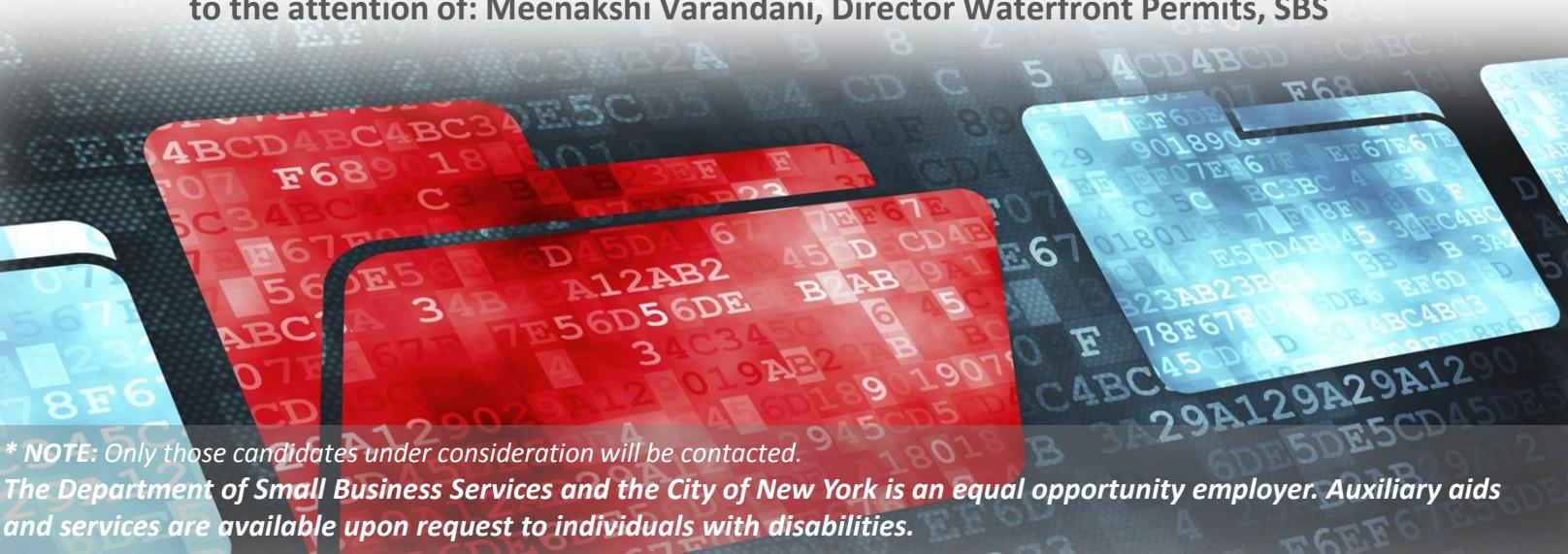
### How To Apply

You may also email all application materials to [mvarandani@sbs.nyc.gov](mailto:mvarandani@sbs.nyc.gov) to the attention of: Meenakshi Varandani, Director Waterfront Permits, SBS

**4 Internship Positions  
Record Management  
25-34 hours/week  
\$18/hour**



careers  
businesses  
neighborhoods



*\* NOTE: Only those candidates under consideration will be contacted.*

*The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.*