



## 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 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 Visnauskas, **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 an Intern to join our Facilities, Telecommunications and Administrative Services department to support our Records Management team in the implementation of a large-scale scanning and Electronic Content Management implementation project. Duration is for 3 months and 3 days a week (approx. 24 hours). The Intern will provide support to the FAS unit as follows:

- Assist the Records Management Team in assessment, analysis, project management, training, and support for a scanning project and ImageSilo ECM implementation for backfile and ongoing records;
- Collect, compile, and organize information about record series/doc types retention and disposition to be submitted to New York State Archives;
- Perform research, analysis, and data entry to support the reconciliation of on- and off-site records, according to the Agencies' retention/disposition guidelines and schedules;
- Research and make recommendations based on best practices/New York State Archives standards for the Agencies' ongoing scanning operations, off-site storage RFP requirements, and revised Records Management Policies and Procedures Manual;
- Inventory physical and electronic Agencies' records;
- Perform quality control for records data;
- Accountable for taking detailed meeting minutes.

#### **QUALIFICATIONS:**

- Preferred enrollment in an MLS/MLIS or archives-related program, or interest in records management career field
- Proficient in the use of all Microsoft Office applications, especially Excel



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- Familiarity with databases and Electronic Content Management (ECM) platforms preferred
- Demonstrated knowledge of records management best practices
- Good communication and writing skills
- Good analytical, technical and problem-solving skills
- Ability to commute to NYSHCR's Midtown offices, with some possible travel to Downtown office
- Must be detail-oriented and highly organized
- 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 [Internshipopportunities@nyshcr.org](mailto:Internshipopportunities@nyshcr.org) with title of position in subject line

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