

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Information Technology

ADDRESS1 1 Centre street 15th floor

ADDRESS2 New York, NY 10007

CONTACT NAME Maria Frasca/Jamal Abdo

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PHONE (212) 386-6183

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors **City agency fleets** and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

Information Technology unit within DCAS provides technological guidance within the agency by establishing and directing the strategic and tactical goals, policies and procedures for the information technology department. DCAS IT collaborate with the agency's head and consult with other units to exchange information, present new technological approach and discuss system changes. The daily IT responsibilities include the following:  
Develop and implement a customer service platform to serve the organization in every aspect.  
Manage the day-to-day operations of the information technology department including directing staff, who support administrative computing, networking, user services, telecommunications and other information technology functions.  
Assess and anticipate technology projects and recommend appropriate action and resources.  
Propose hardware/software solutions to accomplish the company's business objectives

## POSITION TITLE (Max characters 100)

Summer College Intern (Usability and User Experience Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Prospective candidates will assist DCAS IT with providing the best user experience for the users of its portfolio of web applications. The candidate will be responsible for making usability suggestions and implementing site layout. Applicants should have excellent analytical and eye for design with the ability to work in a team environment.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Must be majoring in Computer Science, Information Systems Management, Graphics Design, or related field.  
Knowledge of HTML, CSS, JavaScript and similar technologies is highly preferred  
Should have a passion for technology and user experience design

**APPLICATION PROCESS (Max characters 700 )**

Submission of resume and cover letter to the above referenced agency contact.

**SALARY RANGE**

\$284.50 - \$433.50

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internships are available between May and September for a maximum of 13 weeks.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.