

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DOHMH

DIVISION/WORK UNIT

FINANCE - Finance Administration

ADDRESS1 42-09-28th Street

ADDRESS2 Enter text here

CONTACT NAME Annette Charles

E-MAIL acharle2@health.nyc.gov

PHONE (347) 396-6033

FAX (347) 396-6367

AGENCY DESCRIPTION (Max characters 850)

ensure the physical and mental wellbeing of NYC residents

POSITION TITLE (Max characters 100)

Finance Administration Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Assist Finance Administration staff with creation of spreadsheets and special projects

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

Excel, Accounting, SQL, Microsoft Office

APPLICATION PROCESS (Max characters 700)

Enter text here

SALARY RANGE

13.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Require a student who is adaptable, quick and analytical thinker with the ability to follow instructions and follow through on assignments