

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

First Deputy Commissioner

ADDRESS1 2 MetroTech, 4th floor

ADDRESS2 Brooklyn, NY

CONTACT NAME DoITT Internships

E-MAIL DoITT.Internships@doitt.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Information Technology & Telecommunications (DoITT) provides for the sustained, efficient, and effective delivery of IT services, infrastructure, and telecommunications to enhance service delivery to the City's residents, businesses, employees, and visitors. As the City's technology leader we are responsible for maintaining the core IT infrastructure and systems that touch every aspect of city life --from public safety to human services, from education to economic development --crossing the full spectrum of governmental operations.

UNIT DESCRIPTION (Max characters 1000)

DoITT's Division of Project Management Services oversees the project lifecycle from idea to implementation. Additionally, this unit coordinates inter- and intra- agency issue resolution and serves as a primary point of contact for client agencies.

POSITION TITLE (Max characters 100)

Project Manager Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

As a member of the project management team, assist the NYC Business Portal Program Manager and Project Managers in the timely completion, distribution and archiving of all project deliverables. Maintain and update Program Roadmap and assist Program Manager in tracking and reporting program progress, risks and integrated change control. Maintain and update project management plans for each of the projects in the program. Assist Program Manager and Project Managers in executing the project management plans and tracking and reporting work performance information related to project execution. NYC Business Portal: Enhance the NYC Business Portal to support the Small Business First initiative.

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

Candidate should be pursuing an undergraduate degree.

Required: (1) strong verbal and written communications skills; (2) strong organizational skills; (3) ability to handle and track detailed information from multiple concurrent projects without losing sight of the big picture; (4) ability to exercise judgment concerning what is critical and what is important and to prioritize work appropriately; (5) experience using Microsoft Office applications including, MS Word, PowerPoint and Excel
Desired: (1) basic understanding of Project Management concepts (PMI training is strongly preferred); (2)

experience with SharePoint and Microsoft Project.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-007-Project Management Services) on the subject line to Doitt.Internships@doitt.nyc.gov

SALARY RANGE

\$10.00 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internship begins in early June and will last 13 weeks

nyc.gov/dcassip
