

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Infrastructure Management

ADDRESS1 2 MetroTech, 5th 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)

POSITION TITLE (Max characters 100)

ITSM Budget Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- 1) Assist in the reconciliation of the procurements to budget using Excel Spreadsheets.
- 2) Assist in tracking the usage of consultant contracts - including time used, time remaining.
- 3) Assist collect consultant timesheets weekly, ensuring prompt submission by consultant.
- 4) Log and track timesheets in Excel spreadsheet.
- 5) Create/send weekly reports to project manager informing PMs of time remaining for their resources.
- 6) Receive and log invoices sent by Audits and Accounts department.

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

The candidate should be pursuing an undergraduate degree and should have an understanding of IT service support and infrastructure environment. Areas of study should be computer system management and understand connectivity between a network to the server to the database to the storage, etc. An understanding of data entry standards.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-009-ITSM Budget) 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
