

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

## DIVISION

Human Resources Division - Organizational & Professional Development Unit

ADDRESS1 255 Greenwich Street, 9th floor

ADDRESS2 New York, 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 )

The Office of Organizational and Professional Development (OrgDev) provides dedicated resources devoted to staff professional growth; additional channels for communicating concerns; and more opportunities to be coached through pathways to advancement.

## POSITION TITLE (Max characters 100)

Organizational and Professional Development Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Responsibilities include but not limited to: assist with planning and implementing of new staff development programs; use MS Office Word, PowerPoint, Outlook and Excel to develop program materials and reports and compile metrics; assist with coordination of summer internship programs; provide support for CTE Summer Scholars program; research best practices in areas of talent development, employee motivation, and conflict resolution; assist with event planning and registration; assist with identification of skills gaps and research into appropriate remedial training. Assist with marketing/branding tasks including development of OrgDev logo, revamping of web pages, etc.

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

The prospective intern must be an undergraduate currently enrolled in a college or university, graduate interns must be currently enrolled or accepted in a graduate program. Candidate should possess the ability to thrive in a fast-paced, team-oriented environment. Familiar with Microsoft Office applications, such as Word, PowerPoint and Excel. Candidate should be well organized, detailed oriented, possess excellent written and oral communication skills and able to meet deadlines under pressure.

**APPLICATION PROCESS (Max characters 700 )**

Please e-mail resume indicating the JVN number (JVN# DOITT-013-OrgDev) on the subject line to [Doitt.  
Internships@doitt.nyc.gov](mailto: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 )**

Internships will start on June 1st and will last 13 weeks.

nyc.gov/dcassip

---