

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Equal Employment & Opportunity

ADDRESS1 255 Greenwich Street, 9th Floor

ADDRESS2 New York, NY 10007

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 Diversity & EEO works to ensure that the DOITT workforce reflects the diversity of the residents of New York City and to ensure the inclusive development, engagement and advancement of DoITT's diverse employees.

POSITION TITLE (Max characters 100)

EEO & Diversity Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will assist DoITT's Diversity & Inclusion Coordinator with ensuring the internal compliance with the Citywide EEO Policy within the City's technology agency, and promoting DoITT's diversity and inclusion goals both internally and externally. Responsibilities including assisting with the preparation of compliance reports for internal and external authorities, tracking metrics and presenting statistical data reports, assisting with coordinating, planning and delivering diversity events, promoting diversity and inclusion goals and priorities in compliance with all policies and procedures, identify and perform in-depth analysis of issues, partner with Human Resources to develop strategies to support recruitment needs and demands based on workforce data, current and future diversity and talent needs, and other best practices.

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

The prospective intern must be an undergraduate currently enrolled in a college or university. Candidate should possess the ability to thrive in a fast-paced, team-oriented environment. 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-0015-EEO & Diversity Intern) on the subject line to Doitt.Internships@doitt.nyc.gov

SALARY RANGE

\$10.00/hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internship will begin in early June and will last 13 weeks

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