

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Franchise Administration - Enforcement

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)

The division devises telecommunications policy and strategy to enhance the resiliency of public telecom infrastructure and strengthen the availability of critical communications systems.

POSITION TITLE (Max characters 100)

Franchise Administration - Enforcement Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will work on responsibilities associated with LinkNYC Project Management. Reporting directly to the Director of Enforcement - will be responsible for operations assistance Office and advancing the division's critical work. Specific duties and responsibilities will include, but not be limited to:

- Assess and resolve issues brought to the Dir. of Enforce.
- Respond to correspondence
- Serve as aide
- help in the development and implementation of Division projects and initiatives
- Develop, update and interpret data charts and spreadsheets of varying information
- Work closely with senior leadership and their staff to address priority issues and assist with long and short-term key initiatives.
- Attend meetings
- Maintain effective and productive working relationships with provider agencies and external stakeholders.
- Facilitate and manage special and cross-divisional projects

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

Intern can be an undergraduate or graduate student currently enrolled in an accredited college or university.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-0016-Franchise Administration - Enforcement) on the subject line to Doitt.Internships@doitt.nyc.gov

SALARY RANGE

\$10.00

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

nyc.gov/dcassip
