

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Infrastructure Management - Public Safety Asset Management

ADDRESS1 15 MetroTech

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 unit employs ITSM processes and tools to support IT Services; generates IT service metrics; and provides enhanced reporting tools to create transparency and accessibility for all appropriate stakeholders. IT Service Management aligns more mature interconnected ITIL based support processes and tools for service delivery, automation and monitoring.

POSITION TITLE (Max characters 100)

Asset Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will work on asset management cleanup and implementation. Specific responsibilities include assisting with asset data entry into Remedy; Inventory Reconciliation; Physical Asset Validation; Asset change life cycle updates; Data analysis using Remedy, Jasper, Microsoft and other tools; and Database entry.

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-018-ITSM Public Safety -Asset Management) 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)

The internship will begin in early June and last 13 weeks.

nyc.gov/dcassip
