

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

## DIVISION

### Governance and Management Analysis

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 )

GEA guides the agency's strategic direction and ensures a strong forward-looking foundation for IT and telecommunications across New York City by providing both a tactical and strategic view of enterprise processes that increase efficiencies. In pursuit of an interdisciplinary, innovative approach to technology policy and service delivery, the division promotes collaboration and communication within the agency and with customers across the City.

## POSITION TITLE (Max characters 100)

GMA Data Analyst Associate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Intern will be responsible for monitoring monthly data entry into a Performance Management application for the Mayor's Office of Operations; Assist in the writing of the F Y2016 Mayor's Management Report which is scheduled to be published in September2016 and assist in Ad hoc report building upon request and special projects as needed.

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

The successful intern candidate will serve as a Data Analysis Associate reporting to the Governance and Management Analysis unit within the Office of the First Deputy Commissioner. Responsibilities will include: Monitoring monthly data entry by all DoITT divisions into the Performance Management application for the Mayor's Office of Operations; help prepare for and coordinate written materials for DoITT's FY16 Mayor's Management Report which is scheduled to be published in September 2016; and assist in Ad Hoc report building upon request and perform special projects and initiatives as assigned.

**APPLICATION PROCESS (Max characters 700 )**

Please e-mail resume indicating the JVN number (JVN# DOITT-0020-GEA) on the subject line to [Doitt.Internships@doitt.nyc.gov](mailto: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.

nyc.gov/dcassip

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