

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

## DIVISION

DOT-002-HRF-Engineering Support

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

E-MAIL sgrecke@dot.nyc.gov

PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

## UNIT DESCRIPTION (Max characters 1000 )

## POSITION TITLE (Max characters 100)

Summer Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will be involved in reviewing construction plans as well as assist staff with field surveys.

Daily Duties: Site survey investigations, plan reviews, and perform office support functions with hands-on working knowledge of MS Excel, Access, Word and PPT programs.

The student will gain knowledge of the city government processes and project, construction and coordination issues.

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

Undergraduate or Graduate Student

Excellent verbal and written communication skills; ability to read and understand site plans; familiarity with Adobe Illustrator and Photoshop, ESRI ArcMap, AutoCAD preferred, but not required.

Major: Civil Engineering or Construction Management

**APPLICATION PROCESS (Max characters 700 )**

E-mail resume with cover letter to: [sgrecke@dot.nyc.gov](mailto:sgrecke@dot.nyc.gov)

**SALARY RANGE**

Undergraduate: 12.38/hr      Graduate: 20.58/hr

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.