

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-020-FCPM-ACCO

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

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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)

Oversight & Management of All Agency's Procurements & Contracts in accordance with the Procurement Policy Board (PPB) Rules, NYC Charter, and contractual compliance with Labor Law, Local, Federal and State procurement requirements.

DOT P-Card Purchasing Administration, Transactions and Bid Analysis, ACCO's electronic database and hard-copies filing, ACCO's Correspondence responses, etc.

POSITION TITLE (Max characters 100)

College Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

College Aide will be responsible to assist the Deputy ACCOR with reviewing and processing procurement forms and P-Card data administration and transactions, assisting with establishment of online database folders, preparing database reports, reviewing the SharePoint contents, collecting information for correspondence inquiries, and interacting the other staff from various DOT units for procurement needs. Will participate in meetings, may utilize various NYC database. Will involve in other micropurchases.

College Aide will be responsible to assist the procurement staff with analyzing P-Card purchases, review various procurement forms and transactions, and the administrative staff with administrative tasks. The tasks include but are not limited to the following: preparing database reports & P-Card information, review of SharePoint contents and interacting with IT&T staff to make adjustments, collecting information for correspondence inquiries etc. Will participate in meeting with DOT staff. Will prepare inquiry notices, help in filing system, and may utilize the APT system and other computer applications.

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

Undergraduate or Graduate Student
Major: Business Administration
Skills: Knowledge of public sector policies, public procurements, compliance, computer software applications, Excel spreadsheets, spoken and writing skills, etc.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.55-14.15 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.