

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/ THE BUREAU OF INFORMATION TECHNOLOGY**

## DIVISION

(DSNY-026-IT Technical Intern)

**ADDRESS1** 137 Centre Street, 2nd Floor

**ADDRESS2** New York, NY 10013

**CONTACT NAME** William Pepitone, Pan Hang

**E-MAIL** intern2015@dsny.nyc.gov

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 1200)

Since 1881, when the New York City Department of Sanitation - originally known as the Department of Street Cleaning was founded waste collection and disposal has come virtually full circle. At the ends of the 19th century, one of the Department's most prolific commissioners, colonel George Waring, instituted efficiencies and waste reduction programs that foretold the programs of today - including recycling, street sweeping and a dedicated uniformed cleaning and collection force. Today, the department is the world's largest, collecting over 10,500 tons of residential and institutional refuse and 1,760 tons of recyclables a day. The city's businesses, whose waste is collected by private carting companies, generate another 13,000 tons of refuse each day. And under the leadership of Commissioner Kathryn Garcia, New York City's streets are cleaner today than they have been in over 35 years.

## UNIT DESCRIPTION (Max characters 300 )

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems.

## POSITION TITLE (Max characters 100)

(01) Summer College Intern - (DSNY-026-IT Technical Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Intern will provide support to staff to assist with the organization and maintenance of the Bureau's entire technology inventory. Duties include: server equipment and wireless equipment inventory reconciliation and updating asset databases; configuring and troubleshooting devices; supporting emergency operations plans and responses for voice and wireless data network equipment; maintaining records of inventory and correspondence between units; assisting staff in identifying and mapping duplicate or unaccounted for inventory; interpreting, analyzing and combining data from different sources to assist in compiling a master list for use in agency operations; perform basic office tasks to support these data collection and improvement efforts, such as making new file folders and filing, organizing reports and creating tracking forms to follow up on pending reports; lifting of computer equipment, necessary to help in reorganizing and creating a new inventory room and structuring to maintain efficiency in locating and tracking inventory assets; acting as greeter at the front desk to record and direct visitors, accept deliveries from vendors and answer calls. Clean up McAfee unmanaged nodes, clean up Active directory and asset management.

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

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate ( Winter/ Spring term of the program year).  
DSNY is seeking to hire one undergraduate intern with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience working with inventory control is helpful
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.
- Ability to lift computer equipment up to a weight of 20 pounds.

**APPLICATION PROCESS (Max characters 700 )**

E -mail resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at [intern2015@dsny.nyc.gov](mailto:intern2015@dsny.nyc.gov)

**SALARY RANGE**

\$433.50 P/W

Internship may be used to fulfill college credit requirement

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

Internships will begin June 1 and last for a maximum duration of 13 weeks.  
(DSNY-026-IT Technical Intern)

[nyc.gov/internship](http://nyc.gov/internship)

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