



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Summer Undergraduate Intern	Title Code # 10234
OFFICE TITLE Summer Undergraduate Intern	SALARY \$8.12 - \$12.39 p/h
BUREAU/DIVISION/UNIT Various	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

The NYC Fire Department has great opportunities for college students, who will assist various work units Agency-wide and gain valuable experience and knowledge in all aspects of business and city government.

Under general supervision the selected candidate will be responsible for, but not limited to the following:

- Answering telephones and responding to in-person inquiries.
- Data entry and maintenance in various systems and data bases.
- Typing correspondence and filing.
- Assisting with research via Internet and from archives.
- Testing of new technologies, developing rapid programming capabilities.
- Assisting with running of various departmental reports and ensuring accuracy of data.
- Assisting with special events planning and coordination.
- Participating in special projects.

QUALIFICATION REQUIREMENTS:

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).

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #191835.

DATED: May 1, 2015

***POST UNTIL*:** May 14, 2015

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."

-Forbes magazine, on "[America's Best Employers 2015](#)"

The Fire Department is an Equal Opportunity Employer.