

Information Technology Intern

Division/Unit: Information Technology (IT)	OEM Supervisors: IT Project Manager
Project-based or Ongoing: Project	Education Level: Graduate
How many interns: 1	Length of Commitment: Semester

Background:

The NYC Office of Emergency Management is interested in retaining an intern, working directly with the Director of IT and the IT Project Manager, to help with the development of IT project plans and consolidation of work plans for multiple projects. The intern will be responsible for documenting project life cycle tasks using Microsoft Excel and/or Microsoft Project. In particular, the intern will gain an overview of the IT project life cycle at a vital city agency.

Description of Project/ Intern Responsibilities:

The intern will have the opportunity to:

- Develop and analyze project plans for multiple streams of work and suggest modifications.
- Review project timelines.
- Support long-range project planning to address the resource needs of the Information Technology department.
- Attend project management meetings to document project status, next steps, dependencies and risks.

This is an unpaid internship

Requirements/Special Skills Needed:

- Undergraduate degree
- Solid understanding of the Internet and web-based applications
- Excellent written and verbal communication skills
- Expected to work approximately 7-14 hours per week

Interested Applicants:

Email resume and cover letter (in MS Word format) to:

jobs@oem.nyc.gov

Or mail to:

HR Coordinator

NYC Office of Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201

Please indicate the position to which you are applying.