

Position: HR Intern
Location: Brooklyn, NY
Term: Summer 2023 (June 5 – Sept 1)
Start: June 5

About Us: The Office of Technology and Innovation (OTI) creates tech-based solutions for a more effective, future-ready New York City. We make services work better across all sectors, from emergency services to benefits screening. We pool combined expertise from across the city to get stuff done for all New Yorkers. Through our OTI Technology Empowering Careers Internships, students will have the opportunity to make an impact and get hands-on experience to grow their careers.

OTI Human Resources is responsible for a comprehensive human resource program, including: recruitment of qualified applicants into a diverse workforce; employment and orientation services; retirement processing; administration of employee benefits; payroll administration; policy development and administration; compliance with Citywide rules and regulations; employee relations; maintenance of personnel records; the administration of performance evaluations, and the staff employee grievance process, organizational learning and employee engagement.

Your Role: The HR Intern will assist the Personnel team with employee onboarding, reaching out to new hires in advance of their start date to assist with the pre-employment process, tracking and reviewing documentation, and following up with new employees after their start date to ensure they have a smooth and positive experience.

Your Benefits:

- Earn \$15 to \$17 per hour while supporting the City of New York’s revival (hourly rate is dependent on level in school and job role)

Your Schedule:

- 35 Hours Per Week, 9-5 PM, M-F
- 13 Week Internship

About You:

- College student
- Majoring in Human Resources, Industrial/Organizational Psychology, Business Administration or related fields
- Familiarity with MS Office suite, particularly Excel, or similar applications
- Strong verbal communication and comfort speaking to a variety of people;
- Organized;
- Able to follow established processes
- Emotional intelligence
- Demonstrates high levels of professionalism and confidentiality



To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line “Summer Internship – HR Intern”
- Application period closes on March 30
- To learn more about OTI visit nyc.gov/oti