

Position: Emerging Technologies 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.

The Strategic Initiatives division oversees many of the projects and programs that are key to OTI's core mission. Working across divisions within OTI, as well as with other agencies, community, and industry partners, we take the lead in facilitating collaboration, helping to set goals and objectives, tracking progress, and ensuring that these important initiatives are having the greatest possible impact while still meeting budget and scheduling objectives. Within Strategic Initiatives, the Research & Collaboration team surfaces creative and innovative solutions to agency technology problems, focused on emerging technologies and innovative uses of existing technology. R&C conducts research to produce agency position papers and strategies; holds consultations and provides technical assistance to agencies and deputy mayor teams; and runs a number of programs including the City's technology piloting Testbed. The team also supports program and policy development for a variety of agency and City Hall initiatives. Throughout its work, R&C maintains a focus on implementation, ensuring that emerging technology solutions can be considered in terms of their eventual role in agency operations. The team hosts subject matter experts in Smart Cities & IOT, and AI/ML.

Your Role:

- Carry out specific tasks and duties associated with development of the OTI Testbed program, including its open pilots, such as vendor correspondence, creation of templates, and recordkeeping
- Support the team's development of the agency's AI Action Plan, including documenting meeting actions and next steps and contributing to initiative development
- Support Director of Research and Planning on specific research projects, as directed
- Provide general support for team projects and initiatives as directed

Your Benefits:

- Earn \$17 to \$24 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:

- Major: Computer Science, Data Analytics, Information Technology, Public Policy or related fields
- College Junior or Senior; Graduate Student
- Strong organizational skills, including recordkeeping and documentation
- Strong communication skills, including written correspondence, for diverse stakeholders
- Awareness of and interest in emerging technology
- Strong research skills
- Familiarity with the role of data and technology in the public sector
- Relationship management skills
- Creative, problem-solver
- Ability to multitask

To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line "Summer Internship – Emerging Technologies Intern"
- Application period closes on March 30th