

**Position:** Cost Recovery Intern  
**Location:** Brooklyn, NY  
**Term:** Summer 2022 (May 31 – Aug 26)  
**Start:** May 31

**About Us:** The NYC Office of Technology and Innovation (“OTI”) oversees the coordination and delivery of technology services and programs for the City of New York. This newly formed office consolidated 6 separate agencies and offices under one cohesive and collaborative organization. As the City's technology leader, OTI is responsible for maintaining the foundational IT infrastructure, systems, and programs that touch every aspect of City life. OTI is responsible for several high-profile programs, including 311, LinkNYC, 5G deployment, broadband, cybersecurity, information privacy, and the Open Data Portal.

**Your Role:**

- Work with OTI's Management and Budget Division's Cost Recovery group generating and analyzing reports and data
- Prepare billing documents for City agencies
- Interact with other City agencies and telecommunications vendors
- Process payments to telecommunications vendors

**Your Benefits:**

- You will gain valuable first-hand experience understanding how the City maximizes the value of its contracts and services
- Earn \$15 to \$24 per hour while supporting the City of New York's revival (hourly rate is dependent on level in school and job role)
- Learn about civic technology while building your career

**Your Schedule:**

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

**About You:**

- Graduate student or College senior
- Studying Business Administration/Finance, Public Administration/Government
- Proficiency in MS Office tools (Excel, Word)
- Interest in big data

**To Apply:**

- Complete the application here: <https://survey.alchemer.com/s3/6785666/Summer-2022-OTI-Cost-Recovery-Intern>
- Application period closes on April 15<sup>th</sup>



**Office of  
Technology & Innovation**

- Learn more about us at [www.nyc.gov/doitt](http://www.nyc.gov/doitt)