

**Position:** Software Asset Management 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's Management and Budget division handles all budgeting, contracting, and facility services that enable OTI, and other City agencies' IT divisions, to deliver superior technology services. We provide expert IT procurement, sourcing, financial, and facilities management services to over 100 municipal and eligible New York City government entities.

**Your Role:** As part of Management & Budget's Software Asset Management Team, you will obtain hands-on training with ServiceNow asset and contract management, as well as gaining familiarity with the entire asset management lifecycle (from procurement to network discovery to disposal).

Duties include:

- Analyze asset, financial and contractual data obtained from vendors, and consolidate that with the asset data received from OTI technical teams
- Research hardware & software model information to maintain accuracy of configuration items;
- Perform an audit of IT equipment on-site by scanning serial numbers, asset tags, etc. into Excel templates
- Assist team with troubleshooting asset management tickets

**Your Benefits:**

- You will gain valuable first-hand experience understanding how the City maximizes the value of its contracts and services
- 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:**

- College Student or Graduate Student



- Studying Computer Science, Information Systems, Business Administration/Finance, Public Administration/Government
- Proficiency in MS Office tools (Excel, Word) or similar tools
- Excel skills are a must!
- Interest in big data
- Eager to learn

**To Apply:**

- Email your resume to [Internships@OTI.nyc.gov](mailto:Internships@OTI.nyc.gov) with the subject line “Summer Internship – Software Asset Intern”
- Application period closes on March 30th
- Learn more about us at [www.nyc.gov/oti](http://www.nyc.gov/oti)