

[INSERT AGENCY LOGO]



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency Department of Social Services Division Accountability Office  
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Name Bedros Boodanian Email boodanianb@dss.nyc.gov

### Agency Description

The Department of Social Services (DSS) is comprised of the administrative units of the NYC Human Resources Administration (HRA) and the Department of Homeless Services (DHS). Through integrated management for HRA and DHS, client services can be provided more seamlessly and effectively. The City leverages shared services functions across agencies, which results in better day-to-day management and building an integrated mission across agencies.

### Unit Description

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DSS Accountability Office  
Mission

The DSS Accountability Office (DSS-AO) is responsible for protecting the integrity of social services programs administered by the New York City Department of Social Services (DSS) and ensuring that DSS complies with all statutory, regulatory, and contractual standards.

Office of Data Security Management  
Mission

The Office of Data Security Management structures and runs the Information Security Program, protecting the Department of Social Services, by diligently governing Agency operations and management as it relates to the cybersecurity triad of confidentiality, availability, and integrity.

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## Internship Position Description

<b>Position Title</b>	<b>Cybersecurity Intern (2)</b>
<b>Internship Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide incident response support for cybersecurity incidents, requests, alerts &amp; events by conducting initial analysis for troubleshooting, investigation and/or fulfillment.</li><li>• Utilize tools to assist with the analysis for troubleshooting, investigation, and fulfillment processes.</li><li>• Manage incident and request fulfillment tickets in the enterprise service management platform by creating, updating, assigning, and resolving tickets in a timely manner.</li><li>• Collaborate with the cybersecurity, infrastructure, and service delivery teams to triage tickets and issues requiring resolution and/or escalation.</li><li>• Learn, understand, and assist with generating Security Information and Event Management (SIEM) queries for anomalous activity identification and investigation.</li><li>• Create, review, and update internal cybersecurity technical documentation related to policies, standards, controls, processes, and procedures.</li><li>• Conduct vulnerability scanning and security assessments in support of risk management and audit activities.</li><li>• Capture data, provide input, and assist in the generation of key metrics and reports to help in decision-making to reduce the overall cybersecurity risk to the Judicial Branch.</li><li>• Assist with rollout of new cybersecurity services and update of existing security services.</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Strong interest in IT/Cyber Security sector</li><li>• Ability to multi-task &amp; learn effectively</li><li>• Computer science/IT or Engineering major preferred</li><li>• Understanding of IT security concepts is a plus</li><li>• Understanding of Windows Enterprise environment is a plus</li><li>• Any prior experience/volunteer/internship in technology environment is not required, but a plus</li></ul>
<b>Application Process</b>	<p>If you're interested, please submit your resume to all of the following contacts:</p> <p>Rashad Ralph: <a href="mailto:ralphr@dss.nyc.gov">ralphr@dss.nyc.gov</a> Jonathan Owusu: <a href="mailto:owusujo@dss.nyc.gov">owusujo@dss.nyc.gov</a> Sathish Ningaiah: <a href="mailto:ningaiahs@dss.nyc.gov">ningaiahs@dss.nyc.gov</a> Ardavan Naeini: <a href="mailto:naeinia@dss.nyc.gov">naeinia@dss.nyc.gov</a></p>
<b>Salary</b>	\$18.50 - \$19.00 (UG) / \$21.50 - \$26.30 (G)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.