2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency Office of Technology & Innovation

Division Data Analytics

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Name Melissa Zelaya

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Agency Description

The Office of Technology and Innovation (OTI) leverages technology to drive opportunity, improve public safety, and help the government run better across New York City. From delivering affordable broadband to protecting against cybersecurity threats and building digital government services, OTI is at the forefront of how the City delivers for New Yorkers in the 21st century. Watch our welcome video to see our work in action, follow us on social media @NYCOfficeofTech, and visit oti.nyc.gov to learn more.

Unit Description

OTI Office of Data Analytics (ODA) collaborates with City agencies to enhance services for New Yorkers more equitably and efficiently. Our efforts focus on three main areas:

- Analyzing data to improve the operations of City agencies
- Managing the NYC Open Data program
- Promoting citywide data analytics, infrastructure, integration, and sharing.

Position Title

Data Analytics Summer Intern

Internship Responsibilities

Data Analytics seeks a motivated and enthusiastic intern to join the team. This is an exciting opportunity to gain hands-on experience, develop professional skills, and contribute to meaningful projects that align with your field of study and career aspirations.

Responsibilities will include but not be limited to:
- Support in analysis and manage progress, deadlines, and deliverables for analytics projects.
- Participate in meetings with ODA staff, agencies, the public, and stakeholder groups.
- Monitor team-wide data and technology assets.
- Support ODA-led events (such as the Analytics Exchange community of practice for City data professionals and NYC Open Data Week).
- Assist with integrating data from a wide variety of sources.
- Collaborate with the ODA data scientists, the city's chief analytics officer, OTI, and city agency leadership.
- Conduct a landscape analysis using interviews and conversations and interpret and visualize a dataset.
- Assist with the planning, coordination, and implementation of special projects.
- Web content management, e.g., uploading and organizing documents, videos, or other files; using a WYSIWYG editor to update a webpage.

Qualifications / Special Skills / Area of Study

Preferred Skills:

- Knowledge of programming language and experience coding programmatically is required.
- Research and analytical capability.
- Conducting landscape analysis, interviews, and conversations and interpreting and visualizing a dataset.
- Good communication skills and the ability to work effectively in a team.
- Writing and editing skills
- creating meeting agendas; capturing meeting notes and action items; coordinating calendar invites; establishing project plans and timelines
- Strong analytical skills and attention to detail.
- Knowledge of the NYC government is preferred but not necessary

As of June of the Program year, the prospective intern must be a student enrolled in a college or a recent college graduate. Received a degree in a degree in Mathematics, Computer Science, Engineering, Analytics, Economics, or a related field.

Application Process

Email your resume to internships@oti.nyc.gov and include the role you are interested in the subject line. For example, " Data Analytics Summer Intern."

Salary

$16.50 - $19/Hour

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.

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