



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

**Agency** NYC Department of Transportation      **Division** Human Resources- Training and Development

**Address** 55 Water Street, 8th Floor

**Name** Paulette Moore      **Email** pmoore@dot.nyc.gov

The New York City Department of Transportation’s (NYC DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

**Agency Description**

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The mission of the unit is to create, promote and foster individual and organizational effectiveness by developing and offering an array of innovative and diverse programs in support of the organization's commitment to employee development, partnerships, and organizational enrichment.

**Unit Description**

We intend to accomplish our mission by focusing on the following goals:

- Provide quality, cost-effective training designed to increase individual and organizational productivity and enrichment.
- Provide development opportunities that enhance knowledge, develop skills, support safe work practices, and enrich the organization.
- Create, promote, and foster an organizational environment that values development, safety, diversity, and growth opportunities for all employees.
- Provide individuals and the organization with the tools to respond effectively to customer needs, changes in city, state, and federal regulations as well as current and future demands for service.

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## Internship Position Description

### Position Title Training Coordinator Intern

Coordinating Equipment and Safety training with Field divisions, Create and update Excel spreadsheets, Communicate with Field divisions, Creating and updating classes in Learning Management System, create reports for supervisors and assist with DCAS Fiscal related tasks.

### Internship Responsibilities

The student will gain valuable experience and training utilizing advanced tools in MS Excel and Outlook, working as part of a talent management team in an HR unit. They will gain valuable insights into the system and process required to create a safe work environment in the public sector what it takes to keep DOT's field employees safe.

This is a year-round a year-round internship opportunity. Candidate must be matriculated in school to qualify and maintain their College Aide internship position. When classes are in session, College Aides are allowed to work up to 17 hours/week. When classes are not in session, College Aides are allowed to work up to 35 hours/week.

### Qualifications / Special Skills / Area of Study

MS Excel Proficiency, MS Outlook, MS Word, Accounting Knowledge/Experience, Attention to Detail, Data Analysis, Problem-solving skills and Communication, Presentation & Written skills.

Desired Major: Business Administration

### How to Apply

Please submit your resume to Paulette Moore @ [pmoore@dot.nyc.gov](mailto:pmoore@dot.nyc.gov). Please reference 'training coordinator intern'.

### Salary

\$19.30 - \$21.90

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.