

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Information Technology (IT)

ADDRESS1 15th floor, 1 Centre Street

ADDRESS2

CONTACT NAME vpatel@dcas.nyc.gov

E-MAIL vpatel@dcas.nyc.gov

PHONE (212) 386-6180

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) provides effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on recruiting, hiring, and training employees; providing facilities management for 55 public buildings; acquiring, selling, and leasing city property; purchasing more than \$1 billion in supplies and equipment each year; and implementing conservation and safety programs throughout the city's facilities and vehicle fleet.

UNIT DESCRIPTION (Max characters 1000)

DCAS IT provides support to all the line of services of the agency in improvising and maintaining their systems. DCAS IT is also responsible for developing applications for all line of services to automate their processes using several Microsoft technologies such as MS CRM, .Net, Angular, SQL Database etc.

POSITION TITLE (Max characters 100)

IT summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Intern will be required to organize and maintain project documents such as, Business Requirement Document, Process Charts etc.
 - Assist in gathering user requirements and developing appropriate reports
 - Provide users with ongoing assistance application related issues and queries
 - Provide support in setting up end-user training activities
- Support & perform elementary Business Analysis activities

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Preferably with Computer Science, Information Technology major

- Familiar with Microsoft Office Suite
- Strong verbal and written communication
- Excellent analytical and problem-solving skills
- Ability to work well in teams
- Strong work ethic and attention to detail

APPLICATION PROCESS (Max characters 700)

Submission of resume and cover letter to the above referenced agency contact.

SALARY RANGE

\$18 HOURLY

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>