

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

IT-Helpdesk

ADDRESS1 1 Centre St

ADDRESS2 NYC

CONTACT NAME Lalu Mathew

E-MAIL lmathew@dcas.nyc.gov

PHONE 212 386 6125

FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Citywide Administrative Services (DCAS) provides effective shared services to support the operations of the New York City government.

UNIT DESCRIPTION (Max characters 1000)

The intern will work closely with the DCAS Helpdesk to support, maintain and manage Desktop, laptop and other IT related equipment, while being an integral support element for daily operations.

POSITION TITLE (Max characters 100)

Help desk Technician

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will assist other team members with asset tagging and scanning of new equipment to inventory, configuring and deploying PCs, monitors and printer devices.

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

Microsoft Excel/ Word/ Outlook
Textbook knowledge of PCs and Laptop.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

\$ 15 Hourly

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

