



JOB VACANCY POSTING NOTICE

Job ID: 521596
Business Title: Web Unit Undergraduate Summer Intern
Proposed Salary Range: \$15.00 - \$17.50 Hourly
Division/Work Unit: Executive/External Affairs – Web Unit
Work Location: 1 Centre Street, New York, NY
(Current location but could be subject to change)
Career Level: Student
Civil Service Title: Summer College Intern **Level:** N/A

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

The External Affairs Office is responsible for all internal and external communications. This includes the press office, social media, the agency editor/speechwriter, correspondence, outreach, intergovernmental/legislative affairs, and the web unit.

Job Description:

The Web & Forms Unit is responsible for managing the DOF website, development of public-facing forms and serves as the creative shop for the agency developing content for branding and marketing. The unit is seeking a summer intern (undergraduate) to assist with

- Preparation of digital assets for a forthcoming website "Failure Demand" reduction project. The intern will
- Be responsible for creating MS Word versions of all web pages and cataloging/maintaining a Sharepoint site to serve as a repository of all web content.
- Assist in analyzing analytics data and preparing reports with the goal of identifying website issues that may lead customers to request assistance.

Minimum Qualification Requirements:

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

Preferred Skills:

- Strong Microsoft Office skills including Word, Excel and Powerpoint.
- Experience analyzing data.
- Experience working with Sharepoint websites.
- Excellent oral and written communication skills.
- Ability to manage multiple projects while meeting deadlines.
- Google Analytics GA4.
- Ability to analyze large amounts of data to create meaningful pivot charts in Excel.
- Ability to create professional reports for senior staff/executive review.

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The student will be asked to sign a Tax Secrecy agreement and should understand the rules that prevent nondisclosure of Department of Finance information.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "**Link Below**" to be directed to nyc.gov/jobs and be able to submit your resume/cover letter.

<https://a127->

[jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

IMPORTANT: Type in the Job ID # in the box in and make sure to select "**Finance**" on the Agency drop-down list to access the position to apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 3/3/2022

Post Until: Until Filled

The City of New York is an Equal Opportunity Employer