

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**NEW YORK CITY DEPARTMENT OF SANITATION (DSNY)**

## DIVISION

**Bureau of Information Technology (BIT)**

**ADDRESS1** 375 Pearl St, 19th Floor

**ADDRESS2** New York, NY 10038

**CONTACT NAME** Dean Beaver

**E-MAIL** dbeaver@dsny.nyc.gov

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars and other types of equipment. The Department clears litter, snow and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000 )

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems. Working closely with owner/client bureaus within the agency, BIT develops and implements both custom and packaged applications and maintains the requisite technical infrastructure, using in-house project resources and hired consultants. We encourage innovation, creativity and a think outside of the box attitude when solving complex problems and implementing new solutions.

## POSITION TITLE (Max characters 100)

Training Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will assist with creation, editing and updating of training materials, documents and video. They will attend project and planning meetings. The intern will assist with training sessions, supporting and possibly delivering training. Application functional support will also be provided, as needed.

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

Candidate must have at least intermediate knowledge of Microsoft Word. Experience with video screen capture applications such as Camtasia or Captivate is a plus but not required. Solid communication skills are essentials. Intern must be able to learn quickly and eager to be involved. Training experience would be a big plus but again not required.

## APPLICATION PROCESS (Max characters 700 )

Email resume and brief cover letter indicating the title of the position to [dbeaver@dsny.nyc.gov](mailto:dbeaver@dsny.nyc.gov)

Only those applicants under consideration will be contacted.

If contacted for an interview, candidates must present enrollment verification statement from their school, attesting that they are enrolled in an accredited degree program, or be a recent graduate (Winter/Spring term of the Program year).

### **SALARY RANGE**

Min \$15.00 to Max \$17.50 per hour

**Internship may be used to fulfill college credit requirement**

### **ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

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.

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