James W. Hendon
COMMISSIONER

Glenda V. Garcia
DEPUTY COMMISSIONER

Job Description: Data Science Intern
Business Unit: Information Technology

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.

DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

Information Technology is in need of a Data Science Intern to help provide data and statistical support for the unit.

Reporting to Chief Information Officer and responsibilities will include:

Data Analysis

- Problem-solving and analytical understanding for statistics and data
- Technical skills and competency in using data analytics software like Tableau, PowerBI, etc.
- Identifying trends and generating insights by conducting routine analyses of DVS' various data systems.
- Communicate key findings to various stakeholders to facilitate data-driven decision-making or storytelling.
- Recognize key metrics and build high-level dashboards to track the progress of the agency's metrics and its highest priority initiatives.
- Aggregate data from various sources to construct streamlined data pipelines and integrate data from multiple DVS systems.

Operational Support

- Provide support as needed to other internal teams when specific projects involving data analysis arise.

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- Continuously strive for ways to improve operational efficiency, develop reports, and maintain spreadsheets/data metrics to monitor, track, and evaluate performance.
- Update and maintain agency milestones and metrics, including but not limited to VetConnectNYC, and Agency performance management indicators.
- Research data integrity issues and identifying root causes or inconsistencies and required cleanup.
- Support and provide technical assistance for inquiries and issues.
- Triage and track internal and external data requests.

Preferred Skills

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- Able to assist non-technical users who depend on technology to perform their jobs.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

Eligibility

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, and
- Can finish the work-study contract while you still qualify for education benefits, and
- Are using an approved VA education benefits program to pay for your education or training.

Please provide a copy of your resume with a cover letter that identifies veteran status, skills and experience, and VA Work Study eligibility via email: VAWorkStudy@veterans.nyc.gov.

Learn more about VA Work Study: https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/

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