



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Board of Correction

**Division:** Information Technology

**Address 1:** Rikers Island, 80CW/90CW, East Elmhurst, NY 11370

**Address 2:** 2 Lafayette Street, 12th Floor, New York, NY 10007

**Contact:** *Shawn Varghese*

**Email:** [svarghese@boc.nyc.gov](mailto:svarghese@boc.nyc.gov)

**Phone:** 212-266-4362

## **Agency Description**

The New York City Board of Correction (BOC) is a nine-person, non-judicial oversight board that regulates, monitors, and inspects the correctional facilities of the City.

The Board of Correction carries out independent oversight and enacts regulations to support safer, fairer, smaller, and more humane NYC jails.

It is one of the earliest independent oversight Boards of custodial and detention settings in the United States. Its original Board members were appointed in 1957. In 1977, the Board's role was expanded, and it became more independent, gaining its own staff and budget.

## **Unit Description**

The IT Unit is responsible for the day-to-day operation of the BOC offices located in downtown Manhattan, and Rikers Island trailers. The unit is responsible for desktop support, networking, mobile device management, research and development, and technical support.



**Position Title** Technical Support

**Internship Responsibilities**

Assist with

- PC Windows desktop support,
- Setting up MS active directory accounts,
- Setting up Cisco VoIP phones,
- Patch panel wiring of network switches,
- Network cabling,
- Troubleshooting printer/copiers,
- Troubleshooting Android, iOS devices, and laptops,
- Setting up networking hardware & wiring installation,
- Troubleshooting PC software and hardware issues, and
- Developing IT assets inventory and documentation.

Potential interns must possess good interpersonal skills and qualities including good communication skills.

Please note that this position requires the ability to physically move and/or lift IT equipment's such as PC monitor, printer, UPS, desktop tower, network switch, etc. as needed.

**Qualifications/Special Skills/Area of Study**

Prospective interns must be matriculated in college or recent college graduate.

**Application Process**

Email your resume and cover letter to *Shawn Varghese* – [svarghese@boc.nyc.gov](mailto:svarghese@boc.nyc.gov) on or before Friday, May 24, 2024. Include the position name in the subject line.

**Salary Range** \$17/hour - \$18/hour

Internship may be used to fulfill college credit requirement.



### Additional Information / Comments

Internship will span 12 weeks. The anticipated start date is Monday, June 3, 2024.

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