

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Information Technology

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Agency Description

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

The Information Security unit is the Department's cybersecurity organization. The unit works with all areas of DOB's businesses to develop and architect a shared vision for a "best in class" information security and compliance program to assess appropriate technology platform risks and protect value in DOB's core business. The unit is responsible for developing and executing information security posture, strategy, policy, enforcement, risk mitigation, and cybersecurity awareness. Responsibilities also encompass supporting security assessments of IT infrastructure and applications while defining security standards and developing and implementing security controls.

Position Title

Information Security Intern

Internship Responsibilities

As an Information Security Intern, you will work with individuals across the organization to help advance DOB's Cyber Security posture. This is a cross-functional opportunity where you will be able to leverage your technical, analytical, and soft skills to help DOB's Information Security Unit.

The Information Security Intern will, under direction and supervision of the Director, Information Security:

- Support information security operations staff as they execute monitoring and securing analytics activities.
- Participate in the implementation of security policy, standards, procedures, and guidelines.
- Gain exposure to information security roles, processes and activities, and their application within DOB's environment in support of security and compliance audits.
- Research of potential exploits based on user or entity behaviors, endpoint threat detection, network behavior analytics, alerts/alarms, and managed security reports.
- Help maintain security documentation and records.
- Assist with network and system administration tasks.
- Conduct research on emerging cybersecurity threats and technologies.
- Threat Intelligence Monitoring
- Vulnerability Management
- Assist with malware analytics, risk management, and testing.
- Assist with the implementation of security improvements.
- Assist on special projects and other tasks/duties as needed.
- Support the development and implementation of cybersecurity awareness training for employees.
- Provide technical support to end-users as needed.
- Evaluate software products.

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Demonstrated interest in one or more of the following areas:
 - Cyber Security
 - Network
 - Application Infrastructure
 - Software Development and Configuration
 - Software Development Lifecycle
- Strong analytical and problem-solving skills.
- Detail-oriented with excellent organizational skills.
- Ability to work in fast-paced, deadline-driven environment.
- Excellent communication and interpersonal skills

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631684

Salary Range \$16.00-17.50

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

- Familiarity with cybersecurity tools and technologies, such as firewalls, intrusion detection/prevention systems, and security information and event management systems.
- Basic understanding of networking concepts and protocols.
- Familiarity with scripting languages, such as Python.
- Experience with Network security monitoring tools.
- Vulnerability Management.

Additional Information: This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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