

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: College Aide	Level: 01
Title Code No: 10209	Salary: \$9.50/hr - \$10.00/hr
Business Title: MOTI College Aide	Work Location: Brooklyn, NY
Division/Work Unit: Mayor's Office of Technology and Innovation	Number of Positions: 1
Job ID: 219988	Hours/Shift: Day - No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.
Job Description (New York City Residency required within 90 days of appointment)	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The Mayor's Office of Technology and Innovation is led by New York City's first-ever Chief Technology Officer (CTO) appointed by Mayor de Blasio to drive citywide technology strategy. Under the CTO's leadership, the office facilitates citywide coordination and collaboration on technology issues, serves as a catalyst for and advises agencies on innovation, and interacts with the wider New York City technology ecosystem. The office's mission is to fulfill Mayor de Blasio's vision of making NYC the most innovative, tech-friendly, and equitable big city in the world.</p> <p>The successful candidate will serve as a College Aide reporting to the Mayor's Office of Technology and Innovation. The College Aide will support the development of promotional materials for the City's internal and external stakeholders, including the creation of ads, flyers, posters, infographics and PowerPoint presentations and updating website content and perform special projects as assigned.</p>	
Minimum Qualification Requirements	
<p>For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.</p>	
<u>SPECIAL NOTE</u>	
<p>Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.</p>	
Preferred Skills	
<p>The preferred candidate should possess the following: Experience using graphic design and website software (InDesign, Photoshop, Illustrator, Acrobat, etc.); excellent verbal and written communication skills; self-starter with the ability to work both as part of a team and independently; excellent interpersonal skills with the ability to interface with senior level management; detail oriented with the ability to prioritize tasks and meet assigned deadlines.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #219988 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #219988</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p> <p style="text-align: center;">SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: October 22, 2015	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.