

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Information Technology

ADDRESS1 137 Centre Street

ADDRESS2 New York, NY 10013

CONTACT NAME Pavel Rusinov

E-MAIL summerinterns@dny.nyc.gov

PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears 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.

## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-017 - IT - Electronic Forms Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Identify, categorize and obtain critical information from over 1,500 paper forms that are used by various units at DSNY. In performing that task, meet with various business units, understand the business processes associated with those forms, and assist in the prioritizing forms to enable DSNY and BIT to make decisions on which forms would produce the greatest value through automation.

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

DSNY is seeking to hire one undergraduate intern with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills;
- Ability to work with a variety of personality types;
- Familiarity with word processing, data analysis and database management skills is preferred;
- Experience working with application inventory or portfolio is helpful;
- Ability to work well independently and in a group;
- High level of professionalism and organizational skills;
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal;
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.

**APPLICATION PROCESS (Max characters 700 )**

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

**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-017 - IT - Electronic Forms Undergraduate Intern

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-018 - IT - Inventory Undergraduate Interns (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Provide assistance on all IT inventory related work, including working with inventory and reconciliation of devices, reports, physical movement of items to required locations, work/help develop on various computer applications to keep track of inventory, and any project-related work.

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

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- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience working with inventory control is helpful
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.
- Ability to lift computer equipment up to a weight of 20 pounds.

**APPLICATION PROCESS (Max characters 700 )**

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**SALARY RANGE**

\$433.50 per week

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

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DSNY-018 - IT - Inventory Undergraduate Interns (2)

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-019 - IT - Application Inventory Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful candidate will provide support to staff to assist with the organization and maintenance of the Bureau's entire Application inventory. Duties include: Analyzing and updating application inventory and portfolio information related to the 115+ distinct applications that exist in DSNY's portfolio. Gathering application information such as software components, operating systems, users supported, functionality provided, and other vital information related to the applications. Provide a gap analysis of that information and indicating the primary business functions being performed.

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

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- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience working with application inventory or portfolio is helpful
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat

would be ideal

- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.

**APPLICATION PROCESS (Max characters 700 )**

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DSNY-019 - IT - Application Inventory Undergraduate Intern

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-020 - IT - Telecommunications Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Provide assistance on all telecommunications related work, including working on inventory, reconciliation, deployment of cellular devices, reporting, and any and all project based work that may be needed.

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

Microsoft Office Word and Excel familiarity preferred, telecommunications experience with cellular devices preferred. Any hardware based telecommunication knowledge (cabling/terminations) a plus.

## APPLICATION PROCESS (Max characters 700)

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

## SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

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DSNY-020 - IT - Telecommunications Undergraduate Intern

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-021 - IT - Operations Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Provide assistance on all IT operations related work, including working on deployment of devices (including PCs/monitors, etc.), reporting, and any and all project based work that may be needed.

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

DSNY is seeking to hire one undergraduate intern with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience in working with inventory control, PCs and telecommunications equipment.
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.
- Ability to lift computer equipment up to a weight of 20 pounds.

**APPLICATION PROCESS (Max characters 700 )**

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**SALARY RANGE**

\$433.50 per week

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

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DSNY-021 - IT - Operations Undergraduate Intern

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-022 - IT - Workforce Planning Undergraduate Interns (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assistance in researching and preparing draft correspondence and communications, policies, training presentations, employee guidance manuals.
- Assistance in the development/enhancement of IT performance management framework
- Assistance in providing support in functional areas of IT personnel, which may include recruitment activities and processes, organization development and training, bureau-specific on-boarding.
- Assistance in the collection/compilation of employee information for performance management and training purposes
- Assistance in compiling/organizing information for IT demand and supply forecasting

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

Excellent communication skills, both oral and written  
Experience using Microsoft Excel and PowerPoint programs, and preferably Sharepoint  
Well organized with attention to detail and ability to carry out tasks independently  
Excellent problem solver, ability to make inferences from complex data and multiple sources  
Highly motivated and proactive, resourceful, strong initiative, action-oriented, strong sense of accountability  
Strong personal drive and motivation with a commitment to excellence and personal and professional growth

Possesses high-value personal qualities: resourceful, responsible, tenacious, independent, self-confident, high-energy, etc.  
Currently working towards a Bachelor's degree in Communications, Strategy, HR

**APPLICATION PROCESS (Max characters 700 )**

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**SALARY RANGE**

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

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DSNY-022 - IT - Workforce Planning Undergraduate Interns (2)

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-023 - IT - Financial Administration Undergraduate Interns (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful candidate will provide support to staff with the maintenance of the Bureau's budgeting and procurement processes and procedures. Duties may include:

- reviewing and processing procurement and solicitation bids and auditing invoices and timesheets;
- reviewing historical budgets vs. actual expenditures;
- assisting in the preparing of agency spending plans;
- assisting in the review of new funding initiatives or budget reduction proposals;
- preparing financial analysis for issues impacting the Bureau.

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

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- Strong written and verbal communication skills;
- Ability to work with a variety of personality types;
- Familiarity with word processing, data analysis and database management skills is preferred;
- Experience working with inventory control is helpful;
- Ability to work well independently and in a group;
- High level of professionalism and organizational skills;
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat

would be ideal.

- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment

**APPLICATION PROCESS (Max characters 700 )**

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**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-023-IT - Financial Administration Undergraduate Interns (2)

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## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY- 041 - IT - Software Application Development Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful DSNY Intern will provide support to staff to assist with the organization and maintenance of the Bureau's software applications. Duties include: application updates using basic coding skills, data analysis - basic database knowledge and use of queries, exposure to designing screens mock ups and/also wireframes, analyzing and combining data from different sources to assist in compiling lists for use in agency operations; perform basic office tasks to support these data collection and improvement efforts, making new file folders and filing, organizing reports, creating tracking forms to follow up on pending tasks and answer calls.

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

DSNY is seeking to hire an undergraduate intern with at least 2 years of undergraduate studies in sciences, mathematics, economics, or engineering with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal

- Exposure to SQL query and databases
- Exposure to programming languages e.g. C #, .NET, HTML, Java Scripts etc.
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.

**APPLICATION PROCESS (Max characters 700 )**

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**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-041-IT- Software Application Development Undergraduate Intern

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## POSITION TITLE (Max characters 100)

SUMMER COLEGE INTERN-DSNY-042 - IT - Software Development Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assist in gathering and documenting systems related requirements/information and then updating SharePoint and other technical requirements tracking tools.
- Create and update other necessary documentation for the installed solutions, including run books, architecture standards, technology requirements documents etc.
- Work with Project Managers to facilitate communication between various groups within the project team
- Code web pages and reports, modify assigned systems to match new requirements.

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

Undergraduate entering junior or senior year in one of the hard sciences or engineering. Proficient with at least one database language/technology, e.g., SQL Server (T-SQL), Oracle (PL-SQL), MS Access (JET-SQL). Proficient with MS Excel. Able to code an Excel function with VBA, in addition, exposure or proficiency with HTML5 and CSS3. Able to translate business processes into logical statements that can be programmed.

## APPLICATION PROCESS (Max characters 700)

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\$433.50 per week

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DSNY-042-IT - Software Development Undergraduate Intern

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