

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Telecommunications Planning Division - Telecommunications Policy and Strategy Unit

ADDRESS1 2 MetroTech, 4th floor

ADDRESS2 Brooklyn, NY

CONTACT NAME DoITT Internships

E-MAIL DoITT.Internships@doitt.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Information Technology & Telecommunications (DoITT) provides for the sustained, efficient, and effective delivery of IT services, infrastructure, and telecommunications to enhance service delivery to the City's residents, businesses, employees, and visitors. As the City's technology leader we are responsible for maintaining the core 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.

UNIT DESCRIPTION (Max characters 1000)

The division devises telecommunications policy and strategy to enhance the resiliency of public telecom infrastructure and strengthen the availability of critical communications systems to resist and recover from events and natural disasters.

POSITION TITLE (Max characters 100)

Telecommunications Policy and Strategy Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Telecom Master Agreement negotiation:

- Coordinate meetings; draft and distribute meeting minutes for contract related meetings.
- Assist in preparation of telecommunications-related issue and status logs/reports.
- Assist in preparation of project briefing materials for presentation to management.
- Maintain contract documentation libraries, SharePoint, action items.
- Support review of vendor reports for completeness and accuracy, and to validate service levels are met.

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

Candidates must be currently enrolled in a graduate degree with a major in computer science, engineering, network security, information assurance, information technology, telecommunications, mathematics, and/or business with a specific concentration in one of the above, and/or related work experience.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-003-Telecom Policy & Strategy) on the subject line to Doitt.Internships@doitt.nyc.gov

SALARY RANGE

\$10.00 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internship begins in early June and will last 13 weeks

nyc.gov/dcassip
