

## 2021 NYC SUMMER INTERNSHIP PROGRAM

**AGENCY NAME:** Department of Information Technology & Telecommunications

**DIVISION:** Applications

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### **AGENCY DESCRIPTION (Max characters 3000)**

The New York City Department of Information Technology & Telecommunications is the technology core of New York City government, working with over 100 city agencies and entities to deliver the IT products and services they need to serve and empower New Yorkers and keep our five boroughs safe, strong, and vibrant.

### **UNIT DESCRIPTION (Max characters 1000)**

### **POSITION TITLE (Max characters 100)**

Business Analysis Intern

### **INTERNSHIP RESPONSIBILITIES (Max characters 1500)**

**Your Role:** Assist with the activities of DoITT's Business Analysis team, such as requirements gathering and documenting stakeholder needs on Citywide projects to ensure successful outcomes.

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

- Positions are available for both undergraduate and graduate students studying business analysis, business administration, technology management, computer science or a related field
- Strong analytical skills
- Strong communication skills
- Knowledge of Excel, Word, Outlook and other Microsoft Office tools
- Experience with business analysis for information technology (IT) systems or a strong desire to learn
- Organized and self-directed
- Ability to manage multiple tasks
- Passion for public service

### **APPLICATION PROCESS (Max characters 700)**

Email your resume and cover letter to [Doitt.internships@doitt.nyc.gov](mailto:Doitt.internships@doitt.nyc.gov). Please put the position title in your subject line.

**SALARY RANGE**

\$15-\$17.50 for undergraduate, \$15.93-\$24 for graduate level

**Internship may be used to fulfill college credit requirement**

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

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