

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME: Department of Information Technology & Telecommunications

DIVISION: Management & Budget

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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)

DoITT's Management & Budget Division oversees procurement, contracting and financial management processes

POSITION TITLE (Max characters 100)

Chief Financial Officer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

You will assist the Chief Financial Officer and her team with daily operational needs including: Reviewing of contracts concerning financial components and changes; Developing justifications for contracts and procurements; Creating and managing spreadsheets and documents; Other tasks as needed

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

- Strong analytical skills
- Strong communication skills
- Knowledge of Excel, Word, Outlook and other Microsoft Office tools
- Experience working with 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. Please put the position title in your subject line.

SALARY RANGE

\$15-\$17.50 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION/COMMENTS (Max characters 700)

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