

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME: Department of Information Technology & Telecommunications

DIVISION: Management & Budget

ADDRESS: 2 Metrotech Center, Brooklyn NY

Contact Name: Shakil Jordan

Email: Doitt.internships@doitt.nyc.gov

Phone: 718-403-8491

Fax: N/A [Click or tap here to enter text.](#)

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)

Management & Budget Analytics Internship

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

In this position, your primary responsibilities will be:

- Build and maintain MS Access databases
- Analyze contract and vendor data and Excel reporting
- System support and administration
- Process onboarding requests
- Update database records and close service desk tickets.

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

- Graduate student in finance, accounting, business administration or related field with a strong interest in public finance
- 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

\$15.93-\$24.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION/COMMENTS (Max characters 700)

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