

## 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](mailto: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 Strategic Sourcing Intern

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

In this position, your primary responsibilities will be to assist with software license management, including right sizing and true up/true down and to run reports to assist City agencies with progress on clean-up efforts in anticipation of the Microsoft Year 2 renewal.

### **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

### **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**

\$15.93-\$24.00

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

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

Click or tap here to enter text.