

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME: Department of Information Technology & Telecommunications

DIVISION: Public Safety IT

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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)

The NextGen911 team is developing and implementing the next generation of NYC's 911 public safety system

POSITION TITLE (Max characters 100)

NextGen 911 Project Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

You will provide administrative support to the Public Safety Next Gen 911 & Tech Refresh teams' daily operational needs including:

- Scheduling meetings
- Keeping meeting notes
- Collecting e-signatures
- Assisting with Sharepoint documentation audits
- Other tasks as assigned

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

- Major in Project Management or related field with strong interest in public sector projects
- Strong analytical skills
- Strong communication skills
- Knowledge of Excel, Word, Outlook, Sharepoint and other Microsoft Office tools
- Organized and self-directed

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

\$15.00-\$17.50

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION/COMMENTS (Max characters 700)

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