

## 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)**

DoITT's Public Safety IT team supports the IT needs of New York City's 911 system.

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

Public Safety Business Administration Intern

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

**Your Role:** You will provide support for administrative and operational functions for the Public Safety Business Administration department. The duties will encompass:

- Updating spreadsheets and word documents
- Filing
- Scheduling
- Assisting with the day-to-day operations of the Business and Administration department.

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

- College student with an interest in public service
- Strong analytical skills
- Strong communication skills
- Knowledge of Excel, Word, Outlook and other Microsoft Office tools
- Organized and self-directed
- Ability to manage multiple tasks

### **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**

\$15.00-\$17.50

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

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

Click or tap here to enter text.