

# 2021 NYC SUMMER INTERNSHIP PROGRAM

**AGENCY NAME:** Department of Information Technology & Telecommunications

**DIVISION:** First Deputy Commissioner

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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 First Deputy Commissioner's Office manages DoITT's equity, inclusion and risk management portfolios, and leads the agency's efforts to foster and promote diversity in the workplace. The office also leads the agency's MWBE efforts.

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

Risk Management Intern

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

You will support

- DoITT policy research, development and administration
- Audit and internal control activities
- An annual internal control self-assessment and/or the audit of citywide financial statements.

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

- Finance, public policy major or related field
- Strong analytical skills
- Strong communication skills
- Knowledge of Excel, Word, Outlook and other Microsoft Office tools
- Experience working public sector oversight 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](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)**

Two positions in this unit are available. Law students are encouraged to apply!