

**City of New York
Department of Information Technology & Telecommunications
Job Posting Notice**

Civil Service Title: College Aide	Level: 01
Title Code No: 10209	Salary: \$13.50/hour
Business Title: Tech Arch Support Intern	Work Location: Brooklyn, NY
Division/Work Unit: IT Services	Number of Positions: 1
Job ID: 268909	<p>Hours/Shift: Day - Due to the support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.</p> <p>No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.</p>
<p>Job Description (NYC Residency is required within 90 days of appointment)</p> <p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The successful candidate will serve as a Tech Arch Support Intern reporting to the IT Services Division. Responsibilities will include: Develop reports to track agency migrations including builds, provisions, status and timelines; learn the basics of software deployment, server installation, storage provisioning, and task management; work with the technical teams to aid in deployment and migration activities of Servers and Storage, including documentation and verification of tasks. may be required to work evenings and weekends.</p>	
<p>Minimum Qualification Requirements</p> <p>For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.</p> <p>SPECIAL NOTE: Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.</p>	
<p>Preferred Skills</p> <p>The successful candidate should possess the following: Familiarity with IT infrastructure including Unix/Linus and Windows servers; familiarity with NAS/SAN storage; ability to multitask and meet critical deadlines; good MS Office skills including Word, Excel and PowerPoint; good written and oral communication skills; excellent analytical skills; ability to identify and analyze potential problems and risks with project objectives along with a flexible approach to solving problems in a team atmosphere.</p>	
<p>To Apply</p> <p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #268909 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #268909</p> <p>-or-</p> <p>If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p> <p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: November 3, 2016	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.