

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Financial Management and Administration

ADDRESS1 255 Greenwich Street, 9th Floor

ADDRESS2 New York, NY

CONTACT NAME DoITT Internships

E-MAIL DoITT.Internships@doitt.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Information Technology & Telecommunications (DoITT) provides for the sustained, efficient, and effective delivery of IT services, infrastructure, and telecommunications to enhance service delivery to the City's residents, businesses, employees, and visitors. As the City's technology leader we are responsible for maintaining the core 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.

UNIT DESCRIPTION (Max characters 1000)

Financial Management and Administration manages financial and administrative agency functions, including oversight of the agency budget, procurements, vendor contracts, and facilities management. The division works with City agencies to implement a strategic and fiscally-responsible approach to procuring the tools and resources necessary to support DoITT and citywide technology operations.

POSITION TITLE (Max characters 100)

Financial Analytics Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will work on the zero-based budget project and will report to the Financial Analytics unit. The position will distribute and collect information to analyze spending by divisions and units within DoITT. This position will analyze the information in preparation for a zero-based budget.

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

Candidate must be pursuing a graduate degree. Must have superior analytical skills and be proficient with MS Excel. Preferred skills: (1) Very strong analytical, data mining and independent research skills; (2) strong Microsoft skills (Excel, Access, Infopath, Outlook, SharePoint); (3) strong database analysis, design and administration experience – ability to create databases, queries and reports in using MS Access and other tools; (4) Experience and advanced skills with SQL and developing reports in MS Access, including relational database knowledge; (5) knowledge of web integration, including HTML, XML, .NET-based systems, etc.; (6) strong organizational skills with a demonstrated ability to multi-task; (7) familiarity with the systems development life cycle, including best practices in project management, requirements definition and testing.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-010-Financial Analytics) on the subject line to [Doitt. Internships@doitt.nyc.gov](mailto:Internships@doitt.nyc.gov)

SALARY RANGE

\$10.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internship begins in early June and will last 13 weeks

nyc.gov/dcassip
