

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

## DIVISION

**Human Resources Division - Labor Relations Unit**

**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 )

The Department Advocate Office is committed to creating and maintaining a positive productive working environment for all employees at DoITT. Their purpose is to provide guidance and information to employees and supervisors regarding performance management, progressive discipline, and policy and program review.

## POSITION TITLE (Max characters 100)

Labor Relations Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The Labor Relations Intern will assist the department in various aspects of labor and employee relations and the day to day operations of the unit. Independent department coverage ( incoming phone calls, visitors, etc.). Filing and database management. Completed special projects as assigned.

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

The prospective intern must be an undergraduate student currently enrolled in a college or university, graduate students must be currently be enrolled or accepted in a graduate program. Ability to maintain confidentiality at all times. Proficient computer skills (Microsoft Office application, such as Word, Excel, Publisher, Powerpoint). Excellent interpersonal skills. Excellent written communication skills.

## APPLICATION PROCESS (Max characters 700 )

Please e-mail resume indicating the JVN number (JVN# DOITT-011-Labor Relations) on the subject line to [Doitt.Internships@doitt.nyc.gov](mailto:Doitt.Internships@doitt.nyc.gov)

**SALARY RANGE**

\$10.00 per hour

Internship may be used to fulfill college credit requirement

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

Internship will start in early June and will last 13 weeks

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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