

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

General Counsel

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 Office of the General Counsel oversees agency legal interests and manages agency risk and compliance through four areas: contracts, program quality, telecommunications counsel, and records access. The division works to further DoITT's business objectives through systematic evaluation of internal projects and enhancement of financial controls.

POSITION TITLE (Max characters 100)

Legal Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Legal intern may be assigned to work with attorneys on issues relating to information technology, contracts, telecommunications, broadband, and litigation, and may be assigned to provide Freedom of Information Law support to agency records access officer.

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

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school. Preference for second or third year law student with government, transactional, information technology, telecommunications, and/or Internet law coursework and/or work experience.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-012-Legal Intern) on the subject line to Doitt.

Internships@doitt.nyc.gov Applicants should submit only resumes and cover letters. Writing samples and references will be requested during the interview process.

SALARY RANGE

\$10.00

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
