

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Mayor's Office of Technology Innovation (MOTI)

ADDRESS1 15 MetroTech, 19th floor

ADDRESS2 Brooklyn, 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 Mayor's Office of Technology and Innovation (MOTI) was established to ensure that technology and innovation can be leveraged to optimize the efficiency and cost-effectiveness of all City government operations, strengthen public participation in government, increase government transparency, and enhance the delivery of services to the public.

POSITION TITLE (Max characters 100)

MOTI Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful candidate will serve as an intern working on strategic partnerships, smart government and/or smart city initiatives.

Duties & Responsibilities

Depending on the assignment, responsibilities may include:

- Data analysis using Microsoft and other tools;
- Data and web content generation via independent research, questionnaires and other methods;
- Assist with press releases, media advisories and social media;
- Assist with various events (both internal and external);
- Compose and present documents and presentations, as needed;
- Assist in the creation and management of graphic and design assets;
- Gather background information to prepare CTO, Deputy CTO and Director of Innovation;
- Assist in tracking media mentions, securing copies of TV tapes and media transcripts, etc.;
- Research a variety of topics and policies;
- Work on special projects;
- Handle light administrative duties as required

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

Preferred Skills: excellent writing, grammar and editing skills; ability to excel in a fast paced environment and juggle multiple tasks at once; a working knowledge of NYC technology sector.

The MOTI Summer Intern can be an undergraduate or graduate student. Intern should be a hardworking, initiative-oriented person who is interested in learning more about technology, government, and smart cities, but who can operate independently in a sometimes high-stress environment, in particular when deadlines loom or major issues arise.

The intern should have a team-oriented approach; excellent discretion and nuance in handling sensitive issues and press matters; extremely good attention to detail and accuracy; excellent writing skills; the ability to work independently; and a willingness to go “above and beyond” when circumstances dictate.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-021-MOTI) on the subject line to [Doitt. Internships@doitt.nyc.gov](mailto: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)

The internship will begin in mid-June and last 13 weeks

nyc.gov/dcassip
