

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-024-Bridges-Administrative and Financial Database

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

Unit Mission: To provide engineering support services to the Department of Transportation

Project Description: Assist in creation of a comprehensive personnel database for Engineering Review and Support staff in Excel or Access. Assist in formulating policy and procedure for organizing and maintaining personnel related documents for Engineering Review and Support staff. Assist in creating and updating a comprehensive financial database using FMA for all Engineering Review and Support projects.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under supervision of Executive Assistant, create a database in Access or Excel to meet administrative needs of Engineering Review and Support. Under close supervision, formulate policy and procedure for organizing and maintaining personnel related documents. Under close supervision, create and maintain a comprehensive financial database to be used by all Engineering Review and Support staff.

Student will learn about development of a new record keeping system in excel or access, understanding the importance of streamlining and organizing record keeping procedures for a large group. Introduction to the City's financial system and fiscal requirements.

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

Undergraduate Student

Major: Human Resources Management or Business Administration and Management

Additional Qualifications: Interest in government, attention to detail

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.38 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.

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