

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Information Technology

ADDRESS1 137 Centre Street

ADDRESS2 New York, NY 10013

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000)

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems.

## POSITION TITLE (Max characters 100)

DSNY-018 - IT - Inventory (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Provide assistance on all IT inventory related work, including working with inventory and reconciliation of devices, reports, physical movement of items to required locations, work/help develop on various computer applications to keep track of inventory, and any project-related work.

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

DSNY is seeking to hire one undergraduate intern with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience working with inventory control is helpful
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.
- Ability to lift computer equipment up to a weight of 20 pounds.

**APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to [summerinterns@dny.nyc.gov](mailto:summerinterns@dny.nyc.gov)

**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-018 - IT - Inventory Undergraduate Interns (2)