

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

DIVISION

Telecommunications Planning Division - Franchise Administration Unit

ADDRESS1 2 MetroTech, 4th 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 Franchise Administration unit supervises the City's telecommunications franchises —including cable television, LinkNYC, mobile telecom, and information services—to ensure that providers deliver reliable services throughout New York City.

POSITION TITLE (Max characters 100)

Computer Programmer Analyst Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful candidate will serve as a Data Analyst reporting to the Franchise Administration unit. Responsibilities will include: Utilize SQL (Structured Query Language) and other data programming tools such as SQL Server Reporting Services, Crystal Reports and/or Business Objects to program, create, develop, run and validate ad hoc or canned reports; collect and capture data for reports; analyze data to assist management with operations of the division. Intern will have the ability to plan and create system databases for business purposes. Troubleshoot and correct errors; produce reports. Use Excel, Access, Office, sit in on meetings, suggest technology solutions. Create maps, with ASRI, QGIS, compile data and research on Wireless, Wi-Fi, FIOS, Links, and special projects.

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

Undergraduate student pursuing a computer science degree or related computer field. The preferred candidate should have the following: good understanding of relational database design principles, including the application software tools used by database developers , database administration and data analyst to manage both relational and non-relational database using SQL. Knowledge of the following is a plus: (1) Crystal Reports, Sybase Power, InfoMaker, and data set transition projects; (2) Oracle certification and A+ certification also preferred; (3) experience using Microsoft Access with/DBA Scripting Database designing tools and Microsoft

Office suite also preferred.

APPLICATION PROCESS (Max characters 700)

Please e-mail resume indicating the JVN number (JVN# DOITT-002-Computer Programmer Analyst Intern) on the subject line to 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 begins in early June and will last 13 weeks

nyc.gov/dcassip
