

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

## DIVISION

DOT-011-Executive-Assistance in Audit

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 )

Summer Interns Project Description: We are in the process of developing our audit plan which includes post audit work of contractor time and material expenses, along with other operational, program, compliance and effectiveness audits. We intend to assign the college aide to assist on audit tasks required to complete ongoing audits. This will provide an opportunity to learn audit techniques, standards and requirements. At our end it will help expedite the audit process.

## POSITION TITLE (Max characters 100)

College Aide

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Based upon any given assignment, the college aide may be asked to analyze data, write up meeting minutes, review payment packages/information provided by contractors to DOT for reimbursement, develop Excel spreadsheets to analyze requisite data, interview officials, and assist in writing report segments, as assigned.

Student will learn about DOT operations, audit standards, analytic skills, and public sector work environment.

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

Undergraduate  
Major: Accounting/Audit

Additional Qualifications: Strong written and oral communication skills, strong interpersonal skills.

Data analysis, knowledge of Excel, strong written and oral communication skills, effective interpersonal skills, willingness to take on responsibility, i.e. strong work ethic. We would use the college aide to assist in audit assignments in effect at the time of the placement. The college aide would be trained on auditing standards, requirements, as it applies to the work assigned.

**APPLICATION PROCESS (Max characters 700 )**

E-mail resume with cover letter to: [sgrecke@dot.nyc.gov](mailto:sgrecke@dot.nyc.gov)

**SALARY RANGE**

12.55 per hour

Internship may be used to fulfill college credit requirement

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

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.