

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-004-TO-Signals/Street Lighting Contract Support

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)

Contract Support
Oversight of all Signals and Street Lighting Contracts.

POSITION TITLE (Max characters 100)

College Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Proficient in Excel and Microsoft Word and the ability to create spreadsheets for accounting purposes.

Verify contract payrolls and create reports as needed on contract progress and item quantity usage. Create spread sheets to support budget requests. Use computer to verify accounting data and disbursement receipts. Calculate changes in maintenance quantities. Verify backup information is complete for contract payments, time extensions and prices on contractor's invoices. Prepare worksheets and reports and correspondence affecting accounts.

Student will achieve a clear understanding of how contract work from beginning to end; contract preparation; payments; contract payrolls and invoices. They will learn to process contract disbursements and receipts and verify accounting data.

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

Undergraduate
Major: Accounting

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.