

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Information Technology

ADDRESS1 137 Centre Street

ADDRESS2 New York, NY 10013

CONTACT NAME Pavel Rusinov

E-MAIL summerinterns@dny.nyc.gov

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-017 - IT - Electronic Forms

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Identify, categorize and obtain critical information from over 1,500 paper forms that are used by various units at DSNY. In performing that task, meet with various business units, understand the business processes associated with those forms, and assist in the prioritizing forms to enable DSNY and BIT to make decisions on which forms would produce the greatest value through automation.

## 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 application inventory or portfolio 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.

**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-017 - IT - Electronic Forms Undergraduate Intern