IT Communications Internship Description

In partnership with the New York City Department of Education (DOE), the CUNY Institute for Software Design and Development (CISDD) has an exciting internship position available for qualified CUNY students. The internship will be at DOE offices in Brooklyn, NY and is categorized as IT Communications Intern. This is considered an on-campus position.

Necessary Qualifications:

- Current CUNY registered student
- Available to work 19 hours per week between July, 2009 and June, 2010
- Authorized to work under INS laws for on-campus jobs
- **Have the necessary writing skills outlined below**

Responsibilities:

· Ability (or prior experience) to assist with the development, implementation and managing of a communication program for IT.

· Very good verbal and written communication skills necessary.

· Ability (or prior experience) to interact with technical and non-technical staff to gather requirements and information about new applications being developed and/or recently deployed and create brief stories on them.

· Ability (or prior experience) to create new letters, articles, web pages, small publications, e-newsletters on IT activities for distribution to the DOE community.

· Ability (or prior experience) to conduct focus groups, public forums, special events, etc. actively promoting effective internal IT communication.

· Some experience doing newsletters, developing and writing content for the web and for print preferred.

· Some experience with web sites design and story/page layouts desired.

· Some web development exposure preferred

Pay: $12-$14 per hour

To apply:

Resumes can be sent to joyce.o'brien@mail.cuny.edu.
Please note "**DOE IT Communications**" in the subject line.
Those interested in other CISDD internships can also register their resume at:
http://career.cisdd.org/student/s_login.jsp
NO PHONE CALLS WILL BE ACCEPTED.