

## **Business Analyst - Technology Consultant Internship Job 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 CUNY graduate students. The program allows students to receive practical hands-on training and experience while assisting DOE in achieving their long-term technical objectives. The internship will be at DOE offices in Brooklyn, NY and the position is categorized as a Business Analyst – Tech Consultant Intern. This is considered an on-campus position.

### **Qualifications for all interns:**

- Current CUNY registered student
- Available and eligible to work 34 hrs/week this semester
- Authorized to work under INS laws for on-campus jobs

### **Work responsibilities**

We are looking for a full time intern to work at the DOE as a business analyst intern assisting with the day-to-day client activities involved with application development and maintenance. These activities will include but not limited to requirement gathering, documentation, meeting facilitation and testing.

- Strong communication and presentation skills
- Strong writing skills.
- Flexibility and dedication towards our client commitments.
- Knowledge of basic information technology concepts and business analysis skills
- Ability to work with MS Office products such as Word, Excel, PowerPoint and similar office productivity tools
- Ability to facilitate client meetings to gather requirements and understand their business process issues and conduct training
- Documentation and testing of application functionality and business processes

### **Pay Rate:**

- \$12-\$14 per hour

### **To apply:**

Applicants should send resumes to Ms. Joyce O'Brien at [joyce.o'brien@mail.cuny.edu](mailto:joyce.o'brien@mail.cuny.edu). Position is open until filled. Please note "DOE Business Analyst" in the subject line. NO PHONE CALLS.