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 this semester
- Authorized to work under INS laws for on-campus jobs
- Have the necessary writing skills outlined below

Responsibilities:

We are looking for an intern to assist with the development, implementation and managing of a communication program for IT. The intern will be involved with interpreting IT activities to the DOE community by writing and editing news stories, articles, web pages, publications and e-newsletters and possibly through focus groups, public forums, special events, etc.; actively promoting effective internal IT communications.

Past experience writing newsletters, developing and writing content for web and print is a plus. The chosen candidate will have excellent spoken and written English skills as well as an interest in or experience with the information technology industry.

Pay: $12-$14 per hour

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