



INTERNSHIP OPPORTUNITIES

Transportation and Transit Unit

MTA Intern

The New York State Division of the Budget (DOB) develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

DOB interns work alongside career professionals to provide meaningful contributions to New York State. Experience gained at DOB provides a solid foundation on which interns can build a career. Many former interns have pursued career paths within DOB, throughout State government, in leadership roles in the non - profit arena and government management, as well as in the private sector.

DOB interns will rely on and develop their skills for creative problem solving, attention to detail, and comprehensive communication to respond to emerging challenges, identify and develop solutions, and ensure the fiscal health of the State.

This position will be part of the team responsible for budgeting and coordinating Local Assistance and Capital Projects for the Metropolitan Transportation Authority.

Responsibilities

DOB interns are typically involved in:

- Analyzing State agency operations.
- Developing budgetary and policy recommendations.
- Monitoring and managing program and project performance.
- Evaluating proposed legislation.
- Projecting and reviewing revenues and expenditures.
- Evaluating agency financial statements, policy initiatives and capital proposals.
- Providing periodic reports and presentations to management.

Qualifications

- Ability to work both independently and collaboratively with diverse stakeholders.
- Strong analytical, written, visual, and verbal communication skills.
- The ideal candidate will have analytic ability and a willingness to learn. Key skills for this role include objectivity, flexibility, and adaptability.

Start and End dates for internships are flexible, but these internships are generally expected to continue through the summer and potentially into the school year, with the possibility of remote work options.



Benefits of Working at DOB

Learn about DOB's benefits: including wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Internship" as the Title Applying For. Select up to six Areas of Interest in the Professional Interests section.

DOB offers **paid hourly** internship positions (current hourly rates: \$20.87 for Graduate Assistants; \$16.81 for Undergraduate Assistants).

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to personnel@budget.ny.gov.

Executive Order 161

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.