



Division of the Budget

2019 Summer Internship Business Analytics & Technology Section Intern Transportation, Technology and Workforce Unit

The Transportation, Technology and Workforce Unit in the Division of the Budget (DOB) is looking for a Student Assistant to join the Business Analytics & Technology Section and assist in the development and implementation of various information technology projects within the Division.

Responsibilities of the Technology Section Intern include, but are not limited to:

- Analysis, design and documentation of active IT projects;
- Design and develop data visualizations for various, ad-hoc purposes;
- Perform data analysis and data management to ensure information is accurately presented;
- Coordinate activities that support active IT projects; and
- Work collaboratively across units within DOB and Office of Information Technology Services (ITS).

Qualification/Skills:

The qualified candidate should be working toward a bachelor's degree in Information Technology, Information Technology Management, Computer Science, Business Administration, Political Science, Accounting, or similar field. Additionally, preferred candidates should possess:

- Strong written, verbal and interpersonal skills;
- Advanced Microsoft Office 365 experience, particularly Excel;
- Experience, academically or professionally, with fundamental business analysis and project management concepts;
- Basic technical understanding of system development lifecycle, SQL and database structures;
- Familiarity with data analytics and data visualizations.

How to Apply:

The Division of the budget offers paid hourly internship positions (hourly rate dependent on education level). To apply for internship positions, please complete the [Online Employment Application](#) and select "Summer Internship".

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, please contact personnel@budget.ny.gov.

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