



# INTERNSHIP OPPORTUNITIES

## Data and Technology Team

Reference # **DTO 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.

The Data and Technology Office (DTO) provides DOB with Data Analysis, Business Analysis, Project Management, and Application support across a wide variety of critical business and programmatic areas. The DTO intern will collaborate with stakeholders across DOB and the New York State Office of Information Technology Services in the development and implementation of various information technology and process improvement projects.

## Responsibilities

Responsibilities of the DTO intern include, but are not limited to:

- Data analysis and data management.
- Business process analysis and design.
- Application design, quality assurance, and implementation support.
- Design and coordination of active information technology projects.
- Monitoring portfolio and project performance.

## Qualifications

- Ability to work both independently and collaboratively with diverse stakeholders.
- Strong analytical, written, visual, and verbal communication skills.
- Advanced Microsoft Office 365 experience, particularly Excel and SharePoint.
- Basic understanding of SQL and database structures.



- Familiarity with data visualization or business intelligence tools.

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: \$24.00 for Graduate Assistants; \$20.00 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](mailto:CareerOpportunities@budget.ny.gov).

### AN EQUAL OPPORTUNITY 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 [CareerOpportunities@budget.ny.gov](mailto:CareerOpportunities@budget.ny.gov).