Battery Park City Authority
A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.

Come Grow with US!

Great Community!   **Great Work Culture!**

Job Title:	**Information Technology Intern**
Job Status:	**Intern**
Salary:	**$18 – $20 per hour**
Department:	**MIS**
Location:	**200 Liberty Street, 24th Floor, New York, NY 10280**
Additional Info:	**Full-Time Internship – 37.5 hours per week**

POSITION SUMMARY:

The Summer Internship Program offers students work experience and professional guidance in several areas of the organization. Interns contribute to projects that support departmental work, develop new skills, and gain insight into their career interests. Interns will have the opportunity to explore behind the

scenes of Battery Park City Authority's innovative vision and design, complex public space management, leadership in sustainable practices, and commitment to outstanding public resources.

Essential Functions:

Under the direct supervision of the Director of MIS, the Information Technology Intern would be primarily responsible for leading an effort to develop a physical inventory of Department assets, cataloguing relevant details pertaining to each item's use and remaining useful life, and assisting in the development of future plans for the organization's hardware resources.

Additionally, the Information Technology Intern will perform the following tasks:

- Assist with the resolution of helpdesk tickets submitted by BPCA staff.
- Supporting department-wide efforts to standardize and document policies and procedures pertaining to MIS functions, with a focus on Microsoft Azure functionality.
- Other duties, as needed.

Required Education:

- Actively pursuing a degree in information technology or similar field.
- Matriculating upper class student or incoming transfer equivalent at an accredited four-year institution of higher learning, or
- Relevant experience and 44 credits* earned towards a degree (Junior College credits are sufficient)

Required Skills:

- Scrupulous, with excellent organizational skills
- Confident verbal and written communication skills, with a focus on customer service
- Reliable and punctual
- Strong interest in learning on the job with the ability to work well both independently and with others

Apply