**CISDD**

THE CUNY INSTITUTE
FOR SOFTWARE DESIGN
AND DEVELOPMENT

# CISDD IT INTERNSHIPS - $ 11 - $14 AN HOUR

The CUNY Institute for Software Design and Development (CISDD) provides matriculated CUNY students with paid **helpdesk/tech support**, **programming**, **databases**, **GIS**, **web development** & **IT business analysis** internship opportunities in NYC government agencies.

Participating Agencies: **HRA, DOE, DOH, DEP, DoITT, DCAS, DOC, DHPD, SBS, EEPC, DFTA & DCP**
(These agencies all have direct access to the resume database!)

## REQUIREMENTS

1. Be a current CUNY registered undergraduate or graduate student.
2. Be authorized to work under INS laws at on-campus jobs.
3. Major in a computer-related field or another field that develops strong computer skills.
4. Have taken at least 2 semesters of computer-related courses or have related work experience.

Be available to work 19 or 28 hours a week during school and possibly full-time between semesters.

To be eligible for an internship, students **must** register an account and post their resumes in CISDD's online resume database. Registering with CISDD gives students access to job announcements and notifications about free technical training. Government employers also have access to the database and often contact students directly to set up interviews.

## HOW DO I POST A RESUME?

Log on to the CISDD Career Center website by visiting http://career.cisdd.org and follow these steps:

1) Register for an account and complete an online resume builder by clicking on **CUNY students**.

2) Fill out the web forms with your resume information and hit **submit** when finished.

3) Upon submission, you will receive an email requesting that you come to the CISDD office to be pre-screened. You can **ignore this message if you have met with a CISDD representative at a career fair this semester**. CISDD will approve your resume (you will receive an email notice when this happens) and you can save yourself a trip to the CISDD office.

4) You may update your resume any time after it has been approved. There is no need to contact CISDD after you make a change. Our office will review the updated resume and approve it back into the system.

**NOTE: CISDD will NOT approve any resumes with spelling, grammatical or formatting errors! Please preview the resume before submitting it to make sure it looks professional and of high quality.**

Please note that CISDD internships are competitive. If you are selected to interview for a position you will meet with a hiring manager of a government agency for a technical interview.

For questions about CISDD internships, please email interns@cisdd.org.

If you need assistance with your resume or interview tips, visit our career site www.cisdd.org/career/ or contact your school's career services office.

Shaping the Future of Technology in New York

www.cisdd.org