

The CUNY IT Specialists Internship Program provides currently enrolled CUNY students with paid internships—starting rates average from \$12 to \$14 an hour—at participating NYC government agencies in **Helpdesk/Technical Support, Programming, Databases, GIS, Web Development & IT Business Analysis.**

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.
5. Be available to work 15, 19, 28, or 34 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 our online resume database. Registering with us gives students access to job announcements and notifications about free technical training. ***City agency partners also have access to the database and often contact students directly to set up interviews.***

HOW DO I POST A RESUME?

- 1) Visit <http://www.cunyinterns.org/career-center>.
- 2) Follow the instructions to register for a Career Portal account and complete an online profile.
- 3) After fully completing your profile in the Career Portal and uploading your documents, sign up for a pre-screening session by visiting the Calendar in the Career Portal. **We will only approve your submitted resume once you have attended a pre-screening OR if you have met with program staff at a career fair this semester.**
- 4) You may update your resume any time after it has been approved. There is no need to contact us after you make a change. Our office will review the updated resume and approve it back into the system.

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

Please note that CUNY IT 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.

If you need assistance with your resume or interview tips, see the "Resources" section at <http://www.cunyinterns.org/> or contact your school's career services office.

Questions? Email interns@cunyinterns.org.

Resume Resource: <http://www.cunyinterns.org/resources/resume-resources/>

Like us today at: <http://www.facebook.com/CUNYITSpecialists>