



The City of New York
Office of Management and Budget
255 Greenwich Street • New York, New York 10007-2146

Summer Intern

Control Code: Intern-15-01

Agency Description

As part of the Office of the Mayor, the New York City Office of Management and Budget (OMB), is responsible for preparing the Mayor's Preliminary and Executive Budgets and overseeing an annual budget of \$78.5 billion. Additionally, OMB advises the Mayor on issues affecting the City's fiscal health and the efficiency of City services and programs. As the City's chief financial office, OMB examines each aspect of government, looking for ways to improve existing services and forecasting how current trends will impact the City and its economy.

OMB is offering a summer internship opportunity to several students interested in gaining invaluable experience working in City government. Interns will be paired with an analyst in an OMB Task Force and will assist with the day-to-day analysis, research and/or financial planning conducted by the unit.

Internship Responsibilities

Internships will be available in various Task Forces within the agency. During their time at OMB, interns may work with a budget analyst to analyze the operations, projects, and expense, capital or revenue budgets of a New York City agency. Interns with coursework in statistics and econometrics may also help conduct research on a wide range of public policy topics such as income inequality or housing and economic development.

Qualifications/Special Skills/Areas of Study

Graduate interns should have completed a minimum of one year of study in Finance, Public Policy, Public Administration, Business Administration, Economics, Urban Planning, or have demonstrated knowledge in a specific public policy area. Candidates should have strong analytical, quantitative, research and communication skills. Additionally, candidates must be proficient in MS Word and Excel

Undergraduate interns should have majors in any of the fields of study mentioned above. Strong analytical, research and communications skills are required. Candidates must have familiarity in MS Word and Excel

To participate in the OMB Summer Internship Program, graduate students must be currently enrolled or accepted into a graduate program and undergraduate students must be enrolled or accepted into a college or university.

Application Process

Interested candidates should forward a resume and cover letter to their career placement officer. If the school is not on OMB's mailing list, interested candidates may submit a resume and cover letter to Nicole Dellacorte at the address below.

Compensation/Duration

Summer Graduate Intern	\$17.00 per hour
Summer Undergraduate Intern	\$12.00 per hour

Internships will run for 10 weeks, from June 8, 2015 to August 14, 2015. The work must be done during the regular work day, 9:30 a.m. to 5:30 p.m. – no evenings or weekends.

Contact Person: Nicole DellaCorte
Title: Recruitment Specialist
Fax: (212) 788-6292
E-mail Address: NYCOMBRT@OMB.NYC.GOV

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