

DOE School Tech Support Internship

2025-2026 Catalog

Through the CUNY Internship Programs (CIP), your school can hire a CIP intern to help with: Website accessibility, on-call and online support for staff and students, creating and managing data management systems, and so much more!

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| July - August Summer Only for returning schools Purchase Deadline: 7/15/2025 | Start Date: 7/7/2025 End Date: 8/18/2025 34 hrs/wk; Intern Wage: \$18.50/hr Item #: DIIT00001 \$9,297.53 | Start Date: 7/7/2025 End Date: 8/18/2025 19 hrs/wk; Intern Wage: \$18.50/hr Item #: DIIT00002 \$5,075.62 |
| September – June Academic Year For new and returning schools Purchase Deadline: 8/30/2025 | Start Date: 8/25/2025 End Date: 6/30/2026 19 hrs/wk; Intern Wage: \$18.50/hr Item #: DIIT00003 \$19,184.33 | Start Date: 6/1/2026 End Date: 6/30/2026 34 hrs/wk; Intern Wage: \$18.50/hr Item #: DIIT00004 \$5,954.07 |

New!
1-month only

PURCHASE INSTRUCTIONS

1. Schedule funds in Galaxy under Internal Services – Object code 998
2. Purchase your package option from DIIT in the FAMIS E-Catalog using the item numbers above
3. Complete the [Purchase Order Acknowledgement Form](#) to confirm your order and program participation

TERMS & CONDITIONS

Intern Eligibility: All interns under the CUNY Internship Programs (CIP) are appointed for up to 12 months. Once interns have completed their 12-month appointment, they will no longer be eligible for an extension.

Intern Placement: All schools must complete the purchase order acknowledgement form to confirm their partnership with our program. Please allow up to 21 days from PO generation to internship placement. Intern placements in DOE schools will be on a first come, first served basis. Depending on the geographic location, additional time may be needed to match an intern to your school.

Purchase Orders: Please note Item# DIIT00001 and DIIT00002 are reserved for returning schools. Non-returning schools will be considered with a start date of 8/25/2025. CIP will *not* approve a purchase order (PO) until after we have matched an intern to your school and they complete all required steps, including fingerprint clearance, SPOC training, new hire paperwork, etc. CIP will work on fulfilling your PO once we receive your acknowledgement form. For purchasing assistance, please contact your Field Support Center procurement office or Nick Schepis (DIIT) at Nschepi@schools.nyc.gov.

Training and Development: Interns are hired with entry-level knowledge of technology assistance and will require your help and training to become acquainted with your school's needs. Additionally, your intern will be assigned a Borough Technology Mentor. Each Borough Mentor is a member of the DIIT Field Support Team and will serve as a tech support/resource for the intern. The Borough Mentor can establish areas of development in accordance with the individual school's technology and provide additional shadowing/training if needed.

Timekeeping and Payroll: Intern's supervisors are required to use the RFCUNY portal to review and submit intern timesheets for payroll processing. Timesheets must be approved bi-weekly (every other Monday). More information will be provided in an intern placement confirmation email.