



Technology Interns from CUNY

Purchase Deadline: July 26, 2013

College students from the City University of New York (CUNY) are available to assist your school with its technology needs. The Division of Instructional and Information Technology (DIIT) and CUNY are working together to deliver high-quality interns, willing and able to provide support in the following areas:

- Setting up new computer equipment in classrooms and offices
- Installing software
- Ensuring that LCD projectors, smart boards, and other related audio/video equipment are functioning
- Troubleshooting hardware and software problems in conjunction with DOE Help Center and borough technology staff
- Configuring wireless devices to access DOE network
- Maintaining classroom servers
- Maintaining technology equipment inventory
- Monitoring equipment and working with Help Center to ensure timely repair
- Providing assistance in use of technology equipment
- Coordinating with MOUSE Squad, if applicable

High-quality interns

Interns are working toward degrees in computer-related fields and are screened by CUNY and interviewed by a borough technology manager at DIIT. Interns receive 12 hours of classroom and field training from DIIT on a range of topics, including network troubleshooting, wireless configuration, HSST, instructional software, and network printing.

On-site, dedicated support

Main Options					
Item #	Hours/Week	Start Date	Description	Price	For Current SY13 Schools Only
DIIT00001	15	9/9/13	CUNY college students are available to assist your school with its technology needs. Student interns receive DOE training.	\$9,876	N
DIIT00002	15	8/26/13	Schools who participated in SY13 can start on 8/26/2013 if they keep their SY13 CUNY intern.	\$10,319	Y
DIIT00003	28	8/26/13	Schools who participated in SY13 can start on 8/26/2013 and have interns work 28 hrs/week if they keep their SY13 CUNY intern.	\$22,585	Y
DIIT00004	15	N/A	Schools who participated in SY13 can receive 90 hours of support in Jul-Aug if they keep their SY13 CUNY intern (assumes 6 weeks x 15 hours).	\$1,487	Y
Add-Ons					
Item #	Hours/Week	Start Date	Description	Price	For Current SY13 Schools Only
DIIT00005	4	9/9/13	Increase Hours: Add an additional 4hrs/week to CUNY intern package starting 9/09/2013 (Item # DIIT00001).	\$2,303	N
DIIT00006	4	8/26/13	Increase Hours: Add an additional 4hrs/week to CUNY intern package starting 8/26/2013 (Item # DIIT00002).	\$2,422	Y
DIIT00007	N/A	8/26/13	Increase Wage: Give your returning CUNY intern a \$.50/hour raise to \$12.50/hour. Can only be purchased in conjunction with Item # DIIT00002.	\$382	Y
DIIT00008	N/A	8/26/13	Increase Wage: Give your returning CUNY intern a \$.50/hour raise to \$12.50/hour. Can only be purchased in conjunction with Item # DIIT00003	\$884	Y



More Information

For additional information, please e-mail atala.james@cuny.edu or call 646-664-8014.

Purchasing Instructions –Service for Fall

1. Schedule the appropriate funds in Galaxy in object code 998, Internal Services.
2. Purchase the service from DIIT in the FAMIS E-Catalog use the item numbers above.

Purchasing Instructions – Service for Summer – New This Year!

1. Confirm that your current intern is available to work.
2. Fax or email a signed copy of guarantee form (included in email) by June 21, 2013 to Atala James (atala.james@cuny.edu, 646.664.2958).
3. Schedule the appropriate funds in Galaxy in object code 998, Internal Services.
4. Purchase the service by July 15, 2013 from DIIT in the FAMIS E-Catalog using item number DIIT00004.
5. Email the PO Number to Atala James after the PO is cut.

Please Note: Depending on the geographic distribution of CUNY interns available, some schools may be hard to serve. CUNY will contact you if they are having trouble identifying an intern located within close proximity to your school.

For purchasing assistance, please contact your CFN.