



55 Water Street, New York, NY 10041  
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## Teachers' Retirement System of the City of New York Job Vacancy Notice

**Civil Service Title:** Summer College Intern

**Level:** 00

**Functional Title:** Summer Intern (Information Security)

**Title Code:** 10234

**Salary Range:** \$15-\$15.50 (Hourly)

**Location:** 55 Water St. NY, NY

**Department:** Risk Management Admin.

### Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

\*\*\*\*This summer internship will be fully remote \*\*\*\*

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with over \$100 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

The Information Security Intern position provides an opportunity to learn about information security, business continuity, and risk management. The intern will be a part of our Information Security and Risk team that implements information security and risk initiatives. In this role, the candidate will provide analytical and administrative support to Chief Risk Officer and Information Security Officer; assist in the development of the awareness and training materials. The intern should be able to utilize interactive methods to deliver awareness messages. In addition, the person should feel comfortable to present and conduct virtual sessions. Candidate will assist with multiple security projects, including but not limited to vendors' security review, awareness and training, writing newsletters and intranet articles. The intern should be able to create video, graphical, and other awareness and training materials

### Preferred Skills:

- Excellent interpersonal, communication, writing, analytical, problem solving, and organizational skills.
- Be motivated self-starter with positive attitude, excellent time management and multi-tasking skills.
- Proficient with Microsoft Excel, Word, PowerPoint, and Outlook.
- Be independent and work with minimum guidance.
- Ability to learn quickly and apply new knowledge rapidly.
- Be creative and willing to use different tools to produce interactive awareness materials.
- Presentational and public speaking ability and feel comfortable in front of an audience.

### Additional requirements while working remotely:

- Must have a working desktop/laptop (Windows or Mac only) with updated anti-virus & internet security software
- Must have either a smart phone with a working camera or webcam on desktop/laptop
- Must have access to a reliable internet connection, (USB connection preferred, but not required)
- Quiet working area away from distractions
- Capacity to read, understand, as well as follow oral and written guidelines
- Must be able to work independently or with small groups to get work/projects done
- Ability to acquire the skills to successfully work from home as needed

### Minimum Qualification Requirements:

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

## **Residency Requirements:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

## **EEO/Reasonable Accommodation and Diversity Statements:**

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

**To Apply:** If interested, please apply using the following methods.

**City Employees:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess).

**All Other Applicants:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search).

**Search for Job ID#:** 528220

**Dated:** 4/18/2022      **Posted Until:** 4/29/2022

\*Please note, this posting will no longer be visible after the removal date; save for future reference.