



**NYC School Construction Authority
College Internship Program
2016 Spring Semester and Summer**

Construction Management-Queens Internship

Employer Name: **NYC School Construction Authority (SCA)**
30-30 Thomson Avenue
Long Island City NY 11101

Overview:

The New York City School Construction Authority (SCA) is a public sector entity, responsible for building new public schools and managing the design, construction and renovation of capital projects in New York City's more than 1,200 public school buildings.

Our mission is to design and construct safe, attractive and environmentally sound public schools for children throughout the many communities of New York City. We are dedicated to building and modernizing schools in a responsible, cost-effective manner while achieving the highest standards of excellence in safety, quality and integrity.

Job Description:

The college intern role includes performing project management support duties including but not limited to:

- Field inspections.
- Preparation of documentation related to the management of active construction projects.
- Tracking shop drawing submissions and approvals, and researching contract plans and specifications to resolve field issues.

Students who have not completed the 10 Hour OSHA class are required to do so before being assigned to work on an SCA construction site. The selected student will be able to complete the training in-house and will be assigned to work in a field office after he/she has completed the training.

Program Schedule:

Program participants are permitted to work up to twenty-hours per week from October through May. During the summer (June-August), interns work a full-time schedule of thirty-five (35) hours per week. Interns may work any day from Monday through Friday between the hours of 7:30 am-3:30 pm. As a general rule, interns are not permitted to work during the month of September.

Salary:

\$ 15.00 per hour for undergraduate students
\$ 17.00 per hour for graduate students

Position Requirements:

- Local full-time college Sophomore or Junior currently enrolled in an accredited Bachelor Degree program or a part-time or full-time graduate student enrolled in a Graduate Degree program for architecture (students enrolled in a five year architecture program may apply in the 4th year of their academic program), engineering (civil, electrical, mechanical, or structural), or construction management.
- Candidate must possess a working knowledge of Microsoft Office programs.
- Cumulative 3.0 or above grade point average
- Applicants must be able to present unexpired original documentation to show identity and employment authorization to work in the United States.

Required Materials Include:

- Resume
- Official Transcript detailing coursework to date
- Official Registration (bursars receipt)
- Class Schedule

Application Deadline:

Applications will be considered on an ongoing basis, but no later than October 11, 2016.

To be considered, please forward the required materials to:

Ruby Saake, Internship Manager
NYC School Construction Authority
30-30 Thomson Avenue, Long Island City, NY 11101
Phone: (718)752-5047
Email: SCAINTERNSHIPS@nycsca.org