



**NYC School Construction Authority  
Business Development Compliance Internship Opportunity  
2023 Spring Semester and Summer**

**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 goal of the SCA's Business Development Department (BDD) is to develop minority-owned, women-owned and locally based enterprises into profitable independent entities. In fulfilling this, the BDD conducts outreach to encourage MWLBE firms to prequalify and certify to bid on SCA projects; certifies vendors as MWLBEs; provides training to certified firms and, in coordination with the Director of the Mentor Program, runs the Mentor and Graduate Mentor programs. BDD also oversees and encourages compliance with the SCA's subcontracting and work force participation goals, and manages an Internship Program for high school and college students interested in the construction industry. In performing these and related tasks, BDD works very closely with Prequalification (which qualifies firms to do business with the SCA), Procurement, Construction Management, and other SCA departments.

The intern will support the work of a Manager for MWLBE Compliance. The intern will assist with a project which will involve auditing firms on line jobs and larger capital improvement projects (CIP) to determine the actual MWLBE compliance for this group. SCA contractors are required to meet a 30% MWLBE goal on subcontracts on every project. The audit involves reaching out to 70+ subcontractors to determine the actual contract value, change orders and what has been paid to date. This data will need to be added to an excel spreadsheet so the manager can determine what the actual goal was and when the contractor fall short of the goal, and determine what happened to cause the contact to not make the goals.

The intern duties will assist with various tasks including but not limited to:

- Assisting with the creation of the questionnaire.
- Scanning the returned questionnaires and adding them to an electronic folder.
- Updating and maintaining an excel spreadsheet for the project.
- Running reports in the SCA's Labor Law Compliance Management Systems (LCMS) and adding the data to a spreadsheet.

**Program Schedule:**

During the fall and spring semesters, participants may work up to 20 per week. During the summer months (from June-August) students may work a full-time schedule of 37.5 hours per week. The SCA’s standard business hours are 8:00 am-5:00 pm Monday to Friday. The internship is slated to begin in February and has the potential to continue during the student’s academic studies. The internship is an in person position.

**Salary:**

\$ 18.00 per hour

**Position Requirements:**

- Local full-time college student currently enrolled in an accredited Bachelor Degree program or graduate student enrolled in a Graduate Degree program for accounting, engineering or math or a related discipline.
- Candidates should have a working knowledge of MS Excel and MS Outlook.
- Strong verbal and written language as well as organizational skills are important
- G.P.A. will be considered
- Applicants who are selected must be able to present unexpired original documentation to show identity and employment authorization to work in the United States.
- If selected, applicants must provide proof of being fully vaccinated with an approved COVID-19 vaccine.

**Required Materials Include:**

- Current Resume
- Official Transcript detailing coursework completed to date
- Official Registration (bursar’s receipt or enrollment verification)
- Class Schedule

**Application Deadline:**

Resumes will be reviewed on an ongoing basis, but we recommend submission by January 27, 2023.

**To be considered, please forward the required materials to:**

**Ruby Saake**, Senior Management Specialist  
Business Development Department  
NYC School Construction Authority  
30-30 Thomson Avenue, Long Island City, NY 11101  
**Phone:** (718)752-5047  
**Email:** SCAINTERNSHIPS@nycsca.org

The New York City School Construction Authority is an equal employment opportunity employer.