



**NYC School Construction Authority
Construction Management 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 Construction Management Department administers all Capital projects performed in existing public school buildings and the construction of new schools. Construction Management will do so in a safe and efficient manner, working with the school and community to work efficiently, minimize the impact on the educational process while maintaining the highest standards of quality.

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, researching contract plans and specifications to resolve field issues.

Applicants who are selected are required to complete the 10 Hour OSHA construction safety class if they have not already done so. The student may be slated into a class offered by the SCA or a third party training vendor or may be asked to complete the training online through an OSHA endorsed training provider.

Program Schedule:

During the fall and spring semesters, participants may work up to 20 hours per week. During the summer months (from June-August), students may work a full-time schedule of 37.5 hours per week. The standard work hours for SCA field offices are 7:00 am-3:30 pm Monday-

Program Schedule Continued:

Friday. The position is scheduled to begin in February and has the potential to continue during the student’s academic studies. The internship is an in person position.

Position Requirements:

- Local full-time college Junior or Senior currently enrolled in an accredited Bachelor Degree program or a Graduate student enrolled in an accredited degree program for architecture studies, construction management or engineering.
- Candidates should be proficient in computer programs that are relevant for the intern placement.
- 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 n approved COVID-19 vaccine.

Required Materials Include:

- Updated Resume
- Complete College Transcript detailing coursework completed to date
- Official Registration (bursar's receipt or enrollment verification)
- Class Schedule

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

To request an interview, 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 opportunity employer.