



**NYC School Construction Authority
Contract Administration Internship
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:

Contract Administration, reporting to the Chief Contracting Officer, administers the solicitation process of construction and personal services contracts through execution, ensures the timely ordering and installation of all furniture and equipment required at new and existing schools, and oversees the purchasing requirements for goods and services for the SCA. Contract Administration coordinates with the Architecture & Engineering (A&E) Department, Construction Management (CM) Department, Prequalification Unit, and Business Development Department in their respective contractual operations and business processes.

The intern will assist the director and managers of operations with various tasks including but not limited to:

- Reviewing and processing contract documents.
- Inputting information into the many systems the SCA uses in the procurement negotiations unit. Copy, sort and file document for negotiations as needed.
- Creating documents in the process of verifying the work history of consultants.
- Delivering and retrieving documents needed for various SCA departments.
- Attending staff and client meetings where appropriate.

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 SCA's standard business hours are 8:00 am-5:00 pm Monday-Friday. The internship is slated to begin in February and has the potential to continue throughout the student's academic studies. The internship is an in person position.

Position Requirements:

- Local full-time college Sophomore or Junior currently enrolled in an accredited Bachelor Degree program or a Graduate student majoring in accounting preferred.
- Strong verbal and written communication skills are important.
- 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 provide unexpired original documentation to show identity and employment authorization to work in the United States.
- If selected, applicants must show proof of being fully vaccinated with an approved COVID-19 vaccine before their start date.

Salary:

\$18.00

Required Materials Include:

- Current Resume
- Complete College Transcript detailing completed coursework 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 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.