



**NYC School Construction Authority  
High School Summer Internship Program  
College Supervisor Opportunity  
June 5 -August 26, 2023**

**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 SIP college supervisor is a talented, enthusiastic and a team-oriented individual who is committed to helping prepare students for college and career success. The College Supervisor serves as a liaison between the Summer Internship Program ("SIP") and approximately 20 New York City public high school students and their assigned SCA and SCA business partner intern hosts. In addition, the College Supervisor maintains effective business relationships while maintaining professionalism, respect, integrity and compassion. They will meet with the intern and their work supervisor to ensure that the interns' internships are proceeding properly twice during the program. They attend weekly training sessions with their assigned interns and participate in workshop sessions and discussions. They also serve as informal mentors to their assigned interns providing them with college mentoring.

The essential functions of the college supervisor include the following:

- Assist with intern registration, group and one-on- one orientations, OSHA and weekly training sessions and a closing session. Assist with interns' preparation of their presentations for the closing ceremony, and the creation of an intern year book.
- Orient interns to the program and their internship placements. Review all of the program documents provided to them.
- Conduct introductory meetings with intern supervisors to discuss program goals, guidelines, training program, their role and responsibilities, and the career interests and backgrounds and internship assignments for their assigned interns.
- Conduct meetings during the program with the intern hosts and their assigned interns to

### **Job Description Continued:**

discuss the intern's performance and progress in meeting the learning goals and assignments for their internship.

- Address issues and concerns raised by the interns and intern host with the intern manager in a timely manner.
- Update and maintain intern and intern host spreadsheets/databases. Formulate intern and intern host packets, maintain intern hardcopy and electronic folders, and record and upload meeting notes in the intern's e-folder within 48 hours of the meeting date.
- Collect, review, and approve intern timesheets on a weekly basis, and submit intern timesheets to HR bi-weekly.
- Distribute and collect completed end of program evaluations from interns and intern hosts, provide a written summary of the feedback, and provide written suggestions for enhancing future programs.
- Maintain daily and on-time attendance and complete all tasks and assignments in a timely and accurate manner.
- Complete daily sign-in sheet, and complete and submit a timesheet, travel reimbursement form, and accompanying receipts to internship manager bi-weekly.
- Attend weekly training sessions with their assigned interns, ensure that the interns are participating in the training sessions and are completing online workshop evaluation forms, and hold a debrief session with the interns at the end of the training day.
- Assist with training workshops and activities with the interns (i.e., group discussions, team building activities, design activity, technology, and college planning sessions.)

### **Program Schedule:**

The position runs from June 5–August 26, 2023, from 9:00 am - 5:30 pm (Mondays-Fridays) on non-training days and from 8:00 am - 4:00 pm on training days. The Summer Internship Program runs from July 10 through August 18, 2023.

### **Salary:**

\$18.00 per hour

### **Position Requirements:**

- Current sophomores, juniors or seniors currently enrolled in an accredited Bachelor Degree program in various fields of study.
- Candidates must possess proficiency in the Microsoft Office Suite. Knowledge of Photoshop and InDesign is a plus.
- Self-starter who possesses strong oral, written and interpersonal communication skills and is able to work independently as well as part of a team and take direction from the intern manager, and training consultants.

**Position Requirements Continued:**

- Experience leading meetings and/or team building and other training activities is a plus.
- Candidates should have previous experience working with high school students. Supervisor experience is a plus.

**How to Apply:**

Please submit a cover letter, current resume, college transcript, official registration (enrollment verification or bursars receipt) via email to [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org) by or before March 1, 2023. Resumes will be reviewed on an ongoing basis until the positions are filled.

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