



NYC School Construction Authority In-House Design Studio 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:

Architecture & Engineering (A&E) is organized into two Studios; the Design Consultant Management Studio (DCMS) and the In-House Design Studio, each guided by a Studio Director working together under the leadership of Departmental Vice President. A&E is responsible for the development of scope, design and construction documents for capital improvement projects at existing schools and for design and construction documents for new school buildings, addition and lease conversions. A&E also provides ongoing professional services for construction administration during the projects' construction phase.

Duties include but are not limited to:

- Assisting architects or engineers with drafting design projects,
- Reviewing scope reports,
- Creating MS Excel spreadsheets for estimates, and
- Assisting in the review of shop drawings and participating in field inspections.
- Participating in team meeting 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 during the student's academic studies. The internship is an in person internship.

Salary:

\$ 18.00 per hour

Position Requirements:

- Local full-time 3rd or 4th year student enrolled in an accredited bachelor's degree program or a graduate student enrolled in a graduate degree program for architecture or electrical or mechanical engineering.
- Candidates should be proficient in computer programs that are relevant for the intern placement.
- Sufficient knowledge of CADD.
- 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 show proof of being fully vaccinated with an approved COVID-19 vaccine before their start date.

Required Materials Include:

- Updated 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 opportunity employer.