



**NYC School Construction Authority  
Prequalification 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 Prequalification Division vets firms (contractors, consultants, suppliers, etc.) wishing to do business with the SCA for credit-worthiness, financial stability, integrity, licensing, references, etc. The division works closely with the Business Development and Construction Management to ensure that the SCA has sufficient qualified firms to compete for and perform SCA work and only qualified firms are hired to work on SCA projects.

The intern will support the work of the Prequalification staff by conducting research on the firms that have submitted applications for prequalification to the SCA. The intern will assist with various tasks including but not limited to:

- Reviewing submitted Subcontractor Approval Forms
- Reviewing prime contractor's Mayor Office of Contract Forms
- Maintaining and updating a Limited List Index Tracker on a VBA excel workbook
- Conducting union verification on new construction Contract Projects above \$25,000
- Conducting work history outreach for sub-consultants pending addition to Request for Proposal Supplement Agreements

**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 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.

**Salary:**

\$18.00 per hour

**Position Requirements:**

- Local full-time college Sophomore or Junior currently enrolled in an accredited Bachelor Degree program business management, political science or a related discipline.
- 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 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:**

- Current Resume
- Cover Letter
- Complete College 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 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.