



NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY
SUMMER INTERNSHIP PROGRAM APPLICATION
JULY 10-AUGUST 18, 2023

The SCA Summer Internship Program (SIP) recruits talented New York City public high school students for a six week paid internship with various SCA departments and SCA business partners throughout New York City. SIP is designed to expose students to careers in various industries including but not limited to architecture, engineering, construction management, information technology, business, legal, real estate, and public administration. The program provides interns with a diverse internship experience along with career mentoring. Students spend four days a week with their intern host and the remaining day attending educational programming.

Eligibility Requirements:

SIP is open to current New York City public high school students that are eligible to work in the United States and are available for the program's duration. Applicants who are selected, must be able to provide original unexpired documentation to show their identity and employment authorization to work in the United State as well as age appropriate working papers (for those born after July 10, 2005). If selected, applicants must also provide proof of being fully vaccinated with an approved COVID-19 vaccine before their start date.

Application Process:

- To apply to SIP students must submit the following by March 6, 2023:
 - Complete the online application for the **Summer Intern 2023** position
 - Current resume
 - Complete official transcript
 - SIP Recommendation Form which must be completed by a teacher or a guidance counselor and submitted directly to SIP.
- To access the online application click the **Applicant Login** link on the SIP page on the SCA website at **www.nycsca.org** (Click Careers -Internships-Summer Internship Program) or copy and paste the following link into a browser address bar: **<https://www.governmentjobs.com/careers/nycsca/>**. Click the **Application Guide** for instructions on how to complete and submit the online application.
- **Upload a current resume** to the online application.
- **Upload a complete official high school transcript**, as a pdf document, to the online application or ask a school counselor to send the document to SIP by email to **SCAINTERNSHIPS@nycsca.org**.
- Download the **SIP Recommendation Form** from the SIP page on the SCA website. Ask a teacher or guidance counselor to complete and submit the recommendation form directly to SIP electronically.
- Students will be notified via email of the selection decisions for the interview process by March 24. Interviews will be held during the NYC DOE Spring break from April 10-14.
- Students who complete the interview process will be notified via email of the selection decisions for the program by April 28.
- If students have any difficulties, they may contact SIP at **SCAINTERNSHIPS@nycsca.org**.

For more information contact:

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Email: **SCAINTERNSHIPS@nycsca.org**
Telephone: 718-752-5047



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RECOMMENDATION FORM

Student's Name _____

Career Interest Area(s) _____

High School & Year _____

Your Name _____ **Signature** _____

Position _____

Telephone Number _____ **Email** _____

Please comment on the student's academic, personal characteristics and career interests that would make this student a strong candidate for the SIP. Please feel free to type your recommendation on official school letterhead and attach it to this form. Please return your recommendation as a PDF file to the SCA's SIP Internship Manager, Ruby Saake at SCAINTERNSHIPS@nycsca.org by March 6, 2023. Please contact Ruby Saake if you have any questions. For more information on the SCA's Summer Internship Program, please visit www.nycsca.org. Click Careers-Summer Internship Program.