



**NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY**  
**SUMMER INTERNSHIP PROGRAM APPLICATION**  
**JULY 8-AUGUST 16, 2019**

During the summer of 2019, the New York City School Construction Authority (SCA) will offer one hundred twenty-five (125) talented New York City public high school students full-time work opportunities. The SCA Summer Internship (“SIP”) recruits talented NYC public high school students for a six-week internship with various SCA divisions and business partners throughout New York City. SIP is designed for students interested in pursuing careers in industries including, but not limited to, architecture, engineering, construction management, business administration, information technology, and/or public administration. Assignments can be administrative or technical and may include drafting for students with reviewing drawings and specifications, attending meetings, participating in site visits, drafting for students with AutoCAD proficiency, internet research, word processing, spreadsheet creation, and other clerical and administrative work. Students spend four days a week with their intern host and the remaining day attending professional and career development training.

**Eligibility Requirements:**

SIP is open to current New York City public high school sophomores, juniors and seniors with a grade point average of eighty (80) or higher, who have demonstrated leadership in their school and community, that are eligible to work in the United States and are available for the program’s duration.

**Application Process:**

- Students must submit the following as part of their completed application by **March 1, 2019:**
  - Online application for the **Summer Intern 2019** position
  - Current resume (strongly preferred)
  - Complete official transcript
  - Recommendation (see attached pdf document)
- Click **Applicant Login** on the SCA website at [www.nycsca.org](http://www.nycsca.org). Click on **Careers-Internship Program-Summer Internship Program**. Click **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 they may ask their school counselor to send the document to SIP by email to [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org).
- Download the **Recommendation Form** from the Summer Internship Program page on the SCA website. Ask a teacher or guidance counselor to complete and submit the recommendation form directly to SIP electronically. *Incomplete applications will not be considered. If students have any difficulties, they may contact SIP at [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org).*
- Students will be notified of the selection decisions for the interview process by **March 20** by email. Students selected to interview will receive a **Doodle Poll** invite by email asking them to select an interview appointment during the NYC DOE Spring break from **April 22-25, 2019** at the SCA.
- Students who complete the interview process will be notified of the selection decisions for the program by **May 15** by email. Students selected for SIP will receive an SCA employment packet by email. They will also receive a **Doodle Poll** invite by email asking them to select a registration date during the first week in June at the SCA. They will be required to bring in their completed employment packet, **original** age-appropriate working papers (**for those under the age of 18 as of July 8, 2019**) and **original** I9 documentation, to show identify and work authorization, in order to register for the program

**For more information contact:**  
Ruby Saake, Senior Management Specialist  
NYC School Construction Authority  
30-30 Thomson Avenue  
Long Island City, NY 11101  
Email: [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org)



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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 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 coordinator Ruby Saake at [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org) by **March 1, 2019**. Please contact Ruby Saake if you have any questions. For more information on the SCA's Summer Internship Program, please visit [www.nycsca.org](http://www.nycsca.org). Click on Careers-Internship Program-Summer Internship Program.