



NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY
SUMMER INTERNSHIP PROGRAM APPLICATION
JULY 8 - AUGUST 16, 2024

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 business partner companies 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. Assignments vary depending on company or department and the student's skill set. Students spend four days with their intern host and the remaining day attending educational programming. The program provides interns with a diverse internship experience along with career mentoring.

Eligibility Requirements:

SIP is open to New York City public high school students that are eligible to work in the United States and are available for the program's duration. School G.P.A will be considered. 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 8, 2006).

Application Process:

- To apply to SIP students must submit the following documents by March 8, 2024:
 - Complete the online application for the **Summer Intern 2024** position
 - Current resume
 - Complete official transcript
 - SIP Recommendation Form which must be completed by a teacher or a guidance/school counselor and submitted directly to SIP via email to SCAINTERNSHIPS@nycsca.org by March 8th.
- Students will be notified of the selection decisions for the interview process on a rolling basis by March 15th. Interviews will be held during the NYC DOE Mid Winter Recess from February 20-23 and will run through March 22nd.
- Students who complete the interview process will be notified via email of the selection decisions for the program by April 5th.
- 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
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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 SCA high school Summer Internship Program. 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 SIP by email to SCAINTERNSHIPS@nycsca.org by March 8, 2024. Please contact Ruby Saake by email or phone at 718-752-5047 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.