

College and Graduate Summer Internship Program 2020

The Department of Design and Construction (DDC) serves as the City's primary capital construction project manager. We build many of the civic facilities New Yorkers use every day. We provide communities with new or renovated structures such as firehouses, libraries, police precincts, courthouses, senior centers, and more. To successfully manage our portfolio, we collaborate with other City agencies, as well as with emerging and world-renowned architects and consultants. Our work doesn't stop at buildings - we also design and improve vital infrastructure. Our staff delivers roadway, sewer, and water main construction projects in all five boroughs. We provide sidewalks, street reconstruction, water mains, sewers, and pedestrian ramps - quality infrastructure that is essential for a healthy, resilient city. As our city grows, so does DDC. The Department of Design and Construction is a great place to work - cultivating intellectual inspiration, professional development, and creativity.

DDC's Summer Internship Program is an opportunity for a select group of students to gain valuable experience in the architecture, engineering, design, and construction management professions within the public sector. Students will gain hands-on technical experience through specific field assignments and a mentoring relationship with senior-level technical staff. They will also have the opportunity, through a combination of seminars, site visits, and on-the-job training, to learn about the challenges of upgrading and constructing the City's public buildings and street infrastructure.

TARGET AUDIENCE

The program is geared toward students who are entering sophomore/junior/senior or 5th Year Program in college or graduate school and majoring in engineering, architecture, construction management, urban planning, and/or sustainability design.

LENGTH OF PROGRAM

The Internship begins Monday, June 8, 2020, and ends on Friday, August 14, 2020.

STRUCTURE OF PROGRAM

- Each intern is assigned to a mentor within the respective divisions and will be assigned to a project or projects for the term of the program.
- There will be mentor meetings/seminars with DDC senior staff and DDC summer high school interns.
- Interns participate in Community Day, a day of service working on various community-service projects within the City of New York.
- Previous field trips to construction projects included: Willowbrook Park Flood Control (BMP), Manhattan Class Company (MCC) Theatre, and Infrastructure's capital project in Broad Channel.

SALARY

- \$525 per week for undergraduate students
- \$770 per week for graduate students



ASSIGNMENTS

Students can choose to work within one of the agency's technical divisions during the internship program:

Infrastructure, Safety & Site Support, Public Buildings, Project Controls, and Information Technology Services.

- Infrastructure manages the design and construction of sewer, water main, plaza, and roadway capital projects for the NYC Department of Environmental Protection and the Department of Transportation.
- Safety & Site Support provides site engineering, quality assurance, building information model, and environmental health and safety services to DDC.
- Public Buildings designs renovates and builds libraries, museums, police precincts, and firehouses. The Architecture & Engineering (A&E) Unit provides project scope development, design review, and in-house design.
- Project Controls supports DDC in completing projects on time and on budget using industry best practices in managing cost and schedules.
- Information Technology Services provides responsive and innovative solutions to facilitate the agency's portfolio management.

PROGRAM QUALIFICATION REQUIREMENTS

- Undergraduate students must be matriculated in an accredited college or be a recent college graduate (winter/spring term of the program year).
- Graduate students must be currently enrolled in a graduate program in an accredited college or university.
- New York City residency is not required for this position.

Upon acceptance into the program and before your start date, you must provide a copy of the registrar's memo verifying your matriculated status. Failure to provide such documentation may result in rejection to the program.

APPLICATION PROCESS

1. Go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Login or Create an Account to search for Job ID # (see below), for additional information, and to apply.
 - a. Infrastructure Division
JOB ID # 429510
 - b. Public Buildings Division
JOB ID # 429514
 - c. Safety & Site Support Division
JOB ID # 429513
 - d. Project Controls Division
JOB ID # 429515
 - e. Information Technology Services Division
JOB ID # 429517
2. Please indicate in your cover letter whether you will be an undergraduate or graduate level student for the upcoming Fall 2020 term.
3. You will need to submit your unofficial transcript if you are selected for an interview.
4. Applications must be submitted by **March 31, 2020**.

We are unable to accept incomplete packages. Please retain these pages for your records.