

# College and Graduate Summer Internship Program 2019

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 a public service context. 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 majoring in engineering, architecture, construction management, urban planning and/or sustainability design, entering sophomore/junior/senior or 5th Year Program in college, or in graduate school.

## LENGTH OF PROGRAM

The Internship begins Monday, June 3, 2019 and ends on Friday, August 16, 2019.

## STRUCTURE OF PROGRAM

- Each intern is assigned to a mentor within the respective division, and will be assigned to a project for the term of the program, or may rotate through different types of projects, depending upon the availability of projects.
- There will be meetings/seminars with DDC senior staff and DDC summer high school interns.
- Interns participate in Community Day, a day of service working on various projects within the City of New York.
- Field trips to significant projects, such as: 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 be assigned to one of the agency's divisions: Infrastructure, Safety & Site Support, and Public Buildings.

- 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 Unit supports DDC in completing projects on time and on budget using industry best practices in managing cost and schedules.

## 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, university, or law school.
- New York City residency is not required for this position.

**Upon acceptance into the program and prior to 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](http://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 # 379463
  - b. Safety & Site Support Division  
JOB ID # 379461
  - c. Public Buildings Division  
JOB ID # 379459
2. Please indicate in your cover letter whether you will be an undergraduate or graduate level student for the upcoming Fall 2019 term.
3. You will need to submit your unofficial transcript if you are selected for an interview.
4. Online applications must be completed by March 15, 2019.

**Incomplete packages will not be considered. Please retain these pages for your records.**