

High School Summer Internship Program 2020

ABOUT THE PROGRAM

During the summer of 2020 the New York City Department of Design and Construction (DDC), in partnership with the NYC Department of Youth and Community Development (NYC DYCD), will offer a paid summer internship for thirty (30) talented NYC high school students to work full-time in house at the New York City Department of Design and Construction.

The High School Summer Internship Program is designed for students interested in pursuing careers in architecture, engineering, building trades, public administration, business administration or information technology. The program is structured to enable students to gain exposure to the many careers in the built environment and to learn about what it takes to build NYC. It is a unique opportunity to prepare students for the growing demands of the job market. Students work for six weeks, (five days a week) in a program that combines hands-on work and educational programming.

LENGTH OF PROGRAM

The 6-week paid Internship begins **Monday July 6th, 2020** and ends **Friday August 14th, 2020**.

Schedule: Monday to Friday 9:00am to 4:00pm
Location: NYC Department of Design and Construction
30-30 Thomson Ave.
Long Island City, New York 11101

STRUCTURE OF PROGRAM

- Each intern is assigned to a mentor within a 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 seminars with DDC senior staff and DDC summer college interns.
- Interns will be working on various projects within the City of New York.
- Field trips to DDC projects

ASSIGNMENTS

Students will be assigned to one of the following agency's divisions:

- Administration Division
- Architecture & Engineering (A&E)
- Community Partnerships and STEAM Initiatives
- Infrastructure
- Office of the Chief Architect
- Program Management
- Public Buildings

PROGRAM QUALIFICATION REQUIREMENTS

- Applicants must reside in New York City;
- Applicants must be in high school and at least 16 years of age
- Applicants must have a minimum grade-point average (GPA) of 3.00
- Must have prior work experience, either paid or volunteer
- Applicants must be eligible to work in the United States and have working papers;
- Applicants must be available for the **entire** duration of the program.

APPLICATION PROCESS

“NEW UPDATE”

You are required to submit the following as part of your completed application:

STEP 1:

Submit your completed Ladders for Leaders Application online by **Friday, January 24th, 2020 Midnight**. Please follow the directions below to submit your application.

Fill out the application ONLINE at

<https://application.nycsyep.com>.

Then submit the application electronically to the Ladders for Leaders provider of your choice.

Applicants can apply to any of the authorized Ladder Providers regardless of their borough of residence.

Review the list of required documents and have them ready (see Required Documents Checklist in Ladders for Leaders application).

You do not have to submit any required documents to the Ladders for Leaders provider until you have been selected for a job via the lottery.

Please check [nyc.gov/Ladders](https://www1.nyc.gov/Ladders) for the most up to date deadlines Ladders for Leaders application, or contact NYC Youth Connect at (800) 246-4646 with any questions regarding the DYCD application process.

Students not eligible for Ladders for Leaders can apply through DYCD SYEP regardless of grade average.

Please check

<https://www1.nyc.gov/site/dycd/services/jobs-internships.page> for the most up to date deadlines for both SYEP and Ladders for Leaders application, or contact NYC Youth Connect at (800) 246-4646 with any questions regarding the DYCD application process.

INTERVIEW INFORMATION

If selected, you will receive notification via email for an interview at the below address.

New York City Department of Design and Construction
30-30 Thomson Ave. | Long Island City, New York 11101

NYC.GOV/DDC

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