

College and Graduate Summer Internship Program 2018

As a leading municipal design and construction agency in the country, the Department of Design and Construction shapes the vibrant communities of New York City. We are committed to delivering responsive, innovative and enduring projects for every borough.

The Mayor counts on us to shape a safe, just, and culturally diverse metropolis. Working side-by-side with some of the best architects, engineers, and construction professionals in the industry. Along with these professionals, we are privileged to collaborate with twenty-six City agencies who attend to the needs of New Yorkers throughout the five boroughs.

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 training on the job opportunities, 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 10-week Internship begins Monday, June 4, 2018 and ends on Friday, August 10, 2018.

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

- \$465 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, Program Management, 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.
- Program Management's Project Controls Unit supports DDC in completing projects on time and on budget using industry best practices in managing cost and schedules.
- Program Management's 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.

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, 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 # 314592
 - b. Program Management Division's Project Controls
JOB ID # 314595
 - c. Program Management Division's Safety & Site Support
JOB ID # 314596
 - d. Public Buildings Division
JOB ID # 314597
2. Please indicate in your cover letter whether you will be an undergraduate or graduate level student for the upcoming Fall 2018 term.
3. You will need to submit your unofficial transcript if you are selected for an interview.
4. Online applications must be completed by February 23, 2018.

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