

High School Summer Internship Program 2018

ABOUT THE PROGRAM

During the summer of 2018 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 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.

Assignments may include AutoCAD (computer aided design) drafting for students interested in architecture or engineering, internet research, word processing, spreadsheet creation, and other clerical work. 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 Internship begins **Thursday July 5th, 2018** and ends **Friday August 10th, 2018**.

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 participate in Community Day, a day of service 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 14 & 15 years of age will only be considered if they have previously participated in previous DDC programs or workshop events;
- 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

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

- DDC High School Summer Internship application
- Current resume
- DYCD Ladders for Leaders and/or Summer Youth Employment Program Application
- School transcript *** (non - Ladders for Leaders applicants only)

STEP 1:

Submit your completed DDC High School Summer Internship Program application online by **January 5, 2018**. Please follow the directions below to submit your application. If you encounter any difficulties submitting your application, please call us at 718.391.2888 for assistance.

***DDC APPLICATION DEADLINE HAS BEEN EXTENDED TO FRIDAY, FEBRUARY 16, 2018.**

ONLINE SUBMISSION:

1. Please find DDC High School Summer Internship application on Google Form on our website www.nyc.gov/ddc. Please visit the STEAM Tab section of the website.
2. All supporting documents (Resume and/or transcript) should be emailed to STEAM@ddc.nyc.gov with the following subject heading "2018 HSSIP – FIRST NAME LAST NAME"

STEP 2:

Based upon your grade average, please complete the appropriate DYCD application:

- If your grade average is 3.00 and above, please complete the NYC DYCD Ladders for Leaders application.
- If your grade average is below 3.00, please complete the NYC DYCD Summer Youth Employment Program (SYEP) application.

After Ladders for Leaders deadline passes, all Ladders for Leaders applicants must fill out both DYCD SYEP and DYCD Ladders for Leaders applications, 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.

STEP 3:

If selected, you will receive notification for an interview beginning **January 12, 2018** via Email. If your application is selected via the SYEP lottery system, interviews will be on a rolling basis.

Incomplete packages will not be considered, both NYC Department of Design and Construction and Department of Youth and Community Development applications must be completed.

INTERVIEW INFORMATION:

Friday January 26, 2018 (1:00pm – 5:30pm)
New York City Department of Design and Construction
30-30 Thomson Ave. | Long Island City, New York 11101