



NYC School Construction Authority College Internship Program 2012 Summer

Summer Internship Program College Field Supervisor Internship Opportunity

Job Description:

The college field supervisor serves as a liaison to approximately 20 NYC public high school interns and their assigned sponsor firms. They monitor the interns' attendance and work performance through bi-weekly joint meetings with the intern and his/her supervisor at the work site. They also meet with the interns one-on-one to discuss how the students can maximize their internship experience and to assist them with the college planning process. The supervisors also interact with the interns during weekly training sessions and lead and or assist with training sessions. Part of the supervisor's role also involves summarizing their meetings and any pertinent issues that arise in the program database. Prior to the program start date, the supervisor meets with their assigned sponsor firms and assists with finalizing intern placements, student registration, a pre-program orientation, and OSHA training. During the program, supervisors spend the majority of the time meeting with students and their supervisors at the work site, attending weekly training sessions, collecting timesheets on a bi-weekly basis and end of program evaluations, and planning the program closing ceremony.

Position Requirements:

- Rising Junior or Senior currently enrolled in an accredited Bachelor Degree program for architecture, construction, engineering, business, information technology or other career areas.
- Candidates must possess proficiency in Microsoft Office programs.
- Self starter who possesses strong oral, written and interpersonal communication skills.
- Candidates should have previous experience working with high school students.

Work Schedule

The position runs from mid to late June through mid August, 2012 from 9:00 am - 5:30 pm and from 8:00 am - 4:00 pm on training days.

Salary

\$15.00 per hour

Required Materials Include:

- Updated Resume
- Official Transcript
- Official Registration (bursars receipt)

Deadline for Submission of Materials:

- Resumes and other requested information will be accepted through March 1, 2012 and participants will be notified of the results by April 20, 2012. Resumes will be reviewed on a rolling basis.