

Position Title: Student Intern – Construction Project Management
Internship Duration: 10 weeks (May – August 2018)
Hiring Rate: \$15/Hour
Location: SUNY Brockport

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

Please specify the exact title and location of the position that you are applying for. All candidates must submit a resume demonstrating evidence of meeting the qualifications as specified in the job notice. Please include all relevant employment history, including the name of each employer, dates of employment and titles held.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity.

For additional information, please see attached position description.

The 2018 Summer Internship application process is now closed.

Position Description

Nature and Scope

The Dormitory Authority provides financing and construction services to public and private universities, not-for-profit healthcare facilities and other institutions that serve the public good. The Authority is divided into six major sub-divisions: Executive Direction, Office of Executive Initiatives, Public Finance and Portfolio Monitoring, Construction Services, Counsel, Finance & Information Services. The Construction Services division provides design, engineering, procurement and project management services to clients of the Authority. The Project Management department in the Construction Services division manages all phases of construction and rehabilitation projects, including contract administration and monitoring project budgets and schedules. Major clients include the State University of New York (SUNY), New York State Department of Health (DOH), City University of New York (CUNY), New York City Health & Hospital Corporation (NYC HHC), and New York City Courts Administration.

Primary Purpose

Under the supervision of a Project Manager, serves in a temporary capacity as a Dormitory Authority student intern for a construction project or projects. The intern also participates in a seminar series covering a variety of Dormitory Authority business topics. Intern will be placed at a construction project field site.

Essential Functions

- Assist in a wide range of tasks required for the management of an active construction project as listed below, and manage sub-tasks as assigned. Help coordinate and inspect the work of mechanical, electrical and other contractors, and participate in various meetings of the construction team.
- Assist in administrative procedures or maintenance of records for the project.
- Assist a Project Manager or Field Representative in inspection of construction work.
- Assist the Project Manager or Field Representative in the scheduling and supervision of required testing and monitoring of results.
- Attend various meetings including project design and planning, pre-bid, pre-construction award, job and progress meetings.
- Assist in the preparation of daily field reports, notes and meeting minutes.
- Assist in the review of design progress submittals or progress payments.
- Assist in the review/evaluation of contractor qualifications.
- Assist in interpretation of contract plans and specifications.
- Assist in preparation of cost estimates.
- Assist in evaluation of change proposals and in preparation of change orders.
- Use construction software programs including Primavera Expedition and CAD programs.
- Undertake special assignments as directed.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet.)

Minimum Qualifications

Must be a full-time matriculated undergraduate (sophomore level or above) or graduate college student working toward a degree in Engineering, Architecture or Construction Technology/Management.

Essential Skills

- Excellent oral and written communications skills.

Position Description

- Excellent organizational skills and ability to prioritize.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.