



DASNY

**We Finance, Design,
and Build Infrastructure**

Position Title: Student Intern – Construction Planning, Design and Quality Assurance (PDQA)
Internship Duration: 10 – 14 weeks (May – August 2019)
Hiring Rate: \$15/Hour
Location: Various throughout New York State

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.

For additional information, please see attached position description.

Qualified candidates should apply directly through the following link:

<https://dasny.clearcompany.com/careers/jobs/255d1720-a00c-b212-e4cb-7036d13aeeac/apply?source=968760-CS-21751>

We encourage all applicants to submit electronically.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.

Position Description

Nature and Scope

DASNY provides financing and construction services to public and private universities, not-for-profit healthcare facilities and other institutions that serve the public good. DASNY is divided into five major divisions: Construction Services, Counsel, Executive Direction, Finance & Information Services, and Public Finance and Portfolio Monitoring. The Construction Services division provides design, engineering, procurement and project management services to DASNY clients. The Planning, Design and Quality Assurance department provides architectural and engineering services, code-related and environmental materials testing and fire/life safety inspections to clients of the Authority. 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 an Architect, Engineer, Senior Architect, Senior Engineer, Regional Project Manager or Director, Planning Design & Quality Assurance (PDQA), serves in a temporary capacity as a DASNY student intern. Student interns may also participate in educational opportunities designed to inform interns on DASNY business operations and other important business topics.

Essential Functions may include:

- Accompany PDQA personnel on periodic on-site inspections of projects under construction and assist in monitoring the quality of design and construction work performed by architects, engineers, consultants, contractors, and sub-contractors.
- Accompany PDQA personnel to perform other construction inspections and related services as directed.
- Assist PDQA personnel in reviewing highly technical designs, plans specifications, addenda and change orders.
- Assist PDQA personnel in preparing technical drawings, specifications addenda and change orders for projects designed by DASNY staff.
- Assist PDQA personnel in reviewing highly technical engineering and architectural reports and studies.
- Assist PDQA personnel in researching and developing technical data necessary to resolve complex design and construction problems.
- Assist PDQA in the development and review of project scopes, budgets and schedules.
- Assist PDQA in Post-Occupancy and/or Post Completion Evaluations.
- Assist in the performance of other special assignments as directed by the Director, Planning Design and Quality Assurance in such areas as administration and project management.
- Assist in administrative procedures for the project.
- Assist in the maintenance of records for the project, including contract documents, files, logs, lists and other records.
- May use industry 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.)
- Student interns are subject to and must comply with applicable laws, policies, procedures and expectations for DASNY employees.

Position Description

Minimum Qualifications

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

Essential Skills

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