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| Facilities Planning, Construction and Planning **City University of New York (CUNY)** | | |
| **Job Title:** Intern for Project Management **(2)** | | |
| **Work Location:** 555 West 57th Street, New York, NY | | |
| **Division/Department:** Facilities Planning, Construction and Management | | |
| **Reports to:**  Director of Emergency Response | | |
| **Start Date:** TBD **End Date:** | | |
| **🞏 Full-time**  **🞏 Part-time** | **◼ Internship ($17.50 an Hour)**  **◼ Part- Time** | **🞏 Full-time**  **🞏 Part-time** |
| **General Description:**  The City University Construction Fund (CUCF) is a New York State public benefit corporation that manages the $3 billion capital construction program for the design and construction of space required to support the educational mandate of the City University of New York (CUNY).  **Duties and Responsibilities:**   * Assist in coordinating and managing various aspects of Maintenance Contracts, Emergency Response procedures, Engineering and maintenance best practices. * Assist with gathering data related to service and maintenance contracts including financial info, follow-up work, and performance metrics. * Maintain project and contract documentation, including plans and schedules, kick-off meetings, and progress reports * Ensure accurate and up-to-date records are kept for future reference. * Assist with the development and implementation of maintenance contracts. * Work along with the Director to provide technical assistance to college campuses in all facility maintenance disciplines. | | |
| **Qualifications and Core Competencies –**   * Enrolled in an accredited college with at least 45 credits towards a Bachelor's degree in a Technical Major. * Proficient in Microsoft Excel and Word. * Excellent writing, interpersonal, customer service, and presentation skills. * Ability to adapt to a fast-paced work environment and changing needs and priorities. * Detailed oriented, well organized; and ability to multi-task, meet deadlines and work independently. * Basic understanding of units of energy (kWh, voltage, AC/DC, feet & inches, therms, mlbs of steam) * Eager to learn about Facility operations and Facility engineering components * Open to travel to CUNY Campuses for contract performance and tracking purposes | | |
| **How to Apply**  Please email cover letter and resume to:  **Iessa J. Sutton**  **iessa.sutton@cuny.edu** | | |