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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.
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| **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
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| **How to Apply**Please email cover letter and resume to:**Iessa J. Sutton****iessa.sutton@cuny.edu** |