

# City & County of San Francisco

## 2020 Summer Student Intern Program

Engineering · Architecture · Planning · Computer Science/Information Services

The City and County of San Francisco is seeking student interns for various engineering and architecture disciplines, to provide support to in-house Engineering · Architecture · Landscape Architecture · Planning · Surveying · GIS · IT staff. The City Departments that employ interns are the Airport Commission (SFO), Department of Building Inspection (DBI), Department of Technology (DT), Municipal Transportation Agency (MTA), Port of San Francisco (Port), San Francisco Public Utilities Commission (SFPUC), Public Works, and Recreation and Park Department (RPD). Interns will gain on-the-job experience under the guidance of experienced professional engineers, architects, planners and surveyors. Interns will participate in various activities in the respective City Departments.

### Positions may be available in the following Areas:

Architecture	Geographic Information System	Storm Water Management
Biology/Natural Resources	Hydraulics	Structural Engineering
Chemical Engineering	Information Technology	Surveying
Civil Engineering	Landscape Architecture	Traffic/Transportation Engineering
Computer Science/Information Services	Mathematics	Traffic/Transportation Planning
Construction Management	Mechanical Engineering	Utilities Engineering
Electrical Engineering	Planning	Water Resources
Environmental Engineering	Project Management	

**Starting Salary:** \$29.50 per hour (\$2,360 Bi-weekly salary)

### Minimum Qualifications

At the time of filing, the applicant must be in an accredited Engineering · Architecture · Landscape Architecture · Planning · Computer Science/Information Services Program · Mathematics · Biology · Natural Resources at a university or a related field at a community college. An applicant must be returning to their undergraduate program or entering/continuing a graduate program in the Fall 2020. For students that have graduated, an applicant can be appointed to begin work within 6 months after graduation.

## How to Apply

Please apply online: Submit the following (a) Cover letter (limited to 1 page), briefly addressing your interest in Engineering · Architecture · Landscape Architecture · Planning · Computer Science/Information Services · Biology · Natural Resources discipline area(s) and career goals, (b) a current resume; (c) your current college transcript all in pdf format. Failure to submit a copy of college transcripts with cover letter and resume may result in rejection of application. Submission date for college transcripts may be extended if it is impossible to obtain them by the filing date. Applicants must submit a signed statement explaining why transcripts cannot be obtained by the filing date. Extension requests will be granted on a case-by-case basis. It is the applicant's sole responsibility that all application materials and support documentation be received in a complete and legible form.

*General Information regarding City and County of San Francisco Employment Policies and Procedures can be found at <http://www.sfdhr.org/index.aspx> or a hard copy can be obtained at 1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, CA 94012.*

*Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations.*

*Right to work: All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the US. The list of acceptable verifications can be found at: <http://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>*

*Conviction History forms: As part of the application process, an applicant must also fill out a Conviction History form. Please note that the conviction history form should not be submitted with a job application unless you are instructed to do so in the job announcement.*

*Reasonable Accommodation Request: Information on requesting reasonable accommodations for persons with disabilities can be found at: <http://www.sfdhr.org/index.aspx?page=33>*

Application packages must be submitted online at [www.sfstudentintern.org](http://www.sfstudentintern.org) (All file attachments should be in PDF format)

### The following dates are tentative and subject to change:

Application Start Date	October 28, 2019
<b>Deadline for Filing:</b>	<b>February 12, 2020</b>
Notification of Interview:	March 6-22, 2020
Conduct Interviews:	March 23-April 3rd, 2020
Selected applicants to be contacted with additional hiring instructions:	April 4-22, 2020

**Minorities, Women and Persons with Disabilities are encouraged to Apply**  
**An Equal Opportunity Employer**