



SAN DIEGO
HOUSING
COMMISSION

Internship Program Guidelines

Purpose

Internships at San Diego Housing Commission achieve two goals:

- Provide current undergraduate and graduate students with the opportunity to work on projects under the guidance and mentorship of San Diego Housing Commission management staff.
- To educate and prepare interns for multifaceted exposure to all functions within a potential Affordable Housing career so that they may become better acquainted with the Affordable Housing industry.

Eligibility

Full-time enrolled students must be junior, senior or graduate level with a minimum GPA of 2.0 and not graduating before December of the current year. Students must attend UCSD, USD, PLNU, SDSU or CSU San Marcos to qualify.

Term

Interns are not to exceed 20 hours per week and are under Agreement with the San Diego Housing Commission for a period of one year. The Housing Commission works a Compressed Work Schedule (CWS) whereby all employees create a schedule within the Agency's core hours, 7:00 am to 7:00 pm, and work the same days and share the same day off. Our offices are closed every other Friday.

Compensation

Internships are paid at \$15.00 per hour.

Application Instructions

Available internships are posted on university job boards and shared with Department Chairs. Applicants should carefully review individual internship descriptions to make sure that they meet all criteria before submitting a complete application packet to interns@sdhc.org.

Application Packet

- SDHC Internship Application
- Cover Letter - A one page letter that explains why you are interested in an internship at the San Diego Housing Commission specifically. Please explain how your coursework relates to the requirements or job duties of the internship. Finally, highlight any work, extracurricular or volunteer experience that makes you qualified for the opportunity.
- 2 Letters of Recommendation- One letter must be from a professor or teacher or department chair for your field of study. The second letter may be a character/personal reference from a non-academic source.
- Verification of Current Full time Student Enrollment; Major; Class Level; Cumulative GPA; and expected graduation date (verification forms may be requested from the Office of the Registrar at your university).