



Internship Guidelines

About the San Diego Housing Commission's Internship Program

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 fiscal year. Students must attend the following schools:

- University of California, San Diego
- University of San Diego
- Point Loma Nazarene University
- California State University San Marcos
- Southwestern College
- San Diego City College

Term

Interns are not to exceed 20 hours per week and are under Agreement with the San Diego Housing Commission for a period of up to one (1) year. The Housing Commission works under a Compressed Work Schedule (CWS) whereby all employees create a schedule within the Agency's core hours, 7:00 am to 6:00 pm, and work the same days and share the same day off. Our offices are closed every other Friday.

Compensation

Internships are paid \$15.00 per hour and receive sick leave as required by the California Paid Sick Leave Law.

Application Instructions

Available internships are posted on the San Diego Housing Commission's Career Opportunities page and university job boards. Applicants should carefully review individual internship descriptions to make sure that they meet all criteria before submitting a complete application packet. For questions, please email interns@sdhc.org.

Application Packet

- Complete the application online. Please visit the Internship Career Opportunities section.
- Attach a 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.
- Attach One (1) Letter of Recommendation- Must be from a professor or teacher or department chair for your field of study.
- Attach a 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).

Interviews, Selection & Pre-Employment Process

- Once it is determined that you meet the minimum qualifications to participate in the Internship Program, you will be contacted to interview for any one of the departments you expressed interest in.
- After all interviews are concluded, hiring leaders will contact Human Resources with their selection. If you are selected by more than one department, you will be contacted and asked to select which department you'd like to work in.

The pre-employment process begins once you accept the offer. This process consists of completing a background check and a physical/drug screen. Your hire date is also established at the time you accept the offer. During this time, you will also be asked to submit any documents that were pending with your application packet.