



SDHC Internship Program

About the Commission's Internship Program

The purpose of the San Diego Housing Commission's (SDHC) Internship Program is to provide college students the opportunity to work under the guidance and mentorship of SDHC management staff while learning about the Affordable Housing Industry. In addition, the goal is to help develop marketable skills that can be added to the intern's resume. Students are encouraged to apply for positions that are related to their field of study or interest.

General Qualifications:

- Attend an accredited local college or university.
- Be enrolled full-time in an undergraduate or graduate program *leading to an associate's, bachelor's or master's degree.*
- Be currently enrolled in at least 12 semester units/15 quarter units or determined to be a full-time student by an accredited college or training program.
- Once employed as an intern, continue to be full-time students and maintain at least a 2.0 semester/quarter grade point average (GPA).
- At the beginning and end of each semester/quarter, submit a "student unit load verification," completed by their academic institution.
- Able to work in the office at 1122 Broadway, Suite 300, San Diego, CA 92101 or other SDHC offices/properties.

Please note: Interns must comply with the established policies and practices of their assigned school's internship program and the SDHC agreement regarding eligibility requirements.

Salary:

Interns are hired on a temporary, *part-time basis (max 20 hours weekly, no benefits)* and are paid \$20.00 hourly.

Work Schedules:

Interns may work a *maximum of 20 hours per week* while school is in session and may be authorized to work additional hours during the summer and school holiday breaks. Additional hours may be arranged should the intern be assigned to a special project that is temporary in nature, with mutual consent of the department appointing authority. This is subject to approval by the Human Resources Department. Individual work schedules and work assignments are established by the intern's supervisor. **Interns may be required to work on-site, remotely or a combination of both (hybrid schedule).** **All interns will be required to attend in-person trainings and meetings.** Supervisor or other assigned team members will be in office to accompany interns. Assignments may last up to one (1) year.



How to Apply:

Students can apply directly on SDHC's career page at: <https://www.sdhc.org/about-us/careers/sdhc-internship-program/>

Application Packet

Please follow the steps below:

1. Complete the application online. Please visit the Internship Career Opportunities section.
2. Attach a cover letter - A one-page letter that explains why you are interested in an internship at SDHC 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.
3. Attach One (1) Letter of Recommendation, which must be from a professor or teacher or department chair for your field of study.
4. 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.