



Job Title: Design Intern

Reporting: Director of Emerging Technology

FLSA Status: Non-Exempt

Hours: Approximately 40 hours per week

Summary of Position:

The Design Intern will learn Autodesk software tools to begin producing BIM model production drawings and participate in the production of the Technology and Security contract drawings. This position is a temporary to permanent opportunity based on the employee's interest, performance, and adaptability.

Essential Duties and Responsibilities:

- Coordinate Technology drawings with Designer/Designers and other consultants as needed.
- Prepare answers to contractor requests for information (RFI's), issue drawings for addendum related changes and support the Design Team with up-to-date backgrounds and drawing packages for design meetings.
- Work in conjunction with the Designer in performing quality control on the technology and security documents including coordination with MEP, Architectural and other consultant's plans as needed.
- Attending client design meetings with the Designer and accurately record changes to the drawings that come from those meetings.
- Maintain the electronic document library, updating detail drawings as needed.
- Learn and perform technology related design tasks under the supervision of in-house professionals.

Supervisory Responsibility:

This position does not have any supervisory responsibilities.

Essential Qualifications:

- Willing to learn and work in Revit.
- Willing to learn and work in AutoCAD.
- Willing to learn and work in other software-based applications the business uses.
- Must have a valid driver's license.

Desired Education:

Certification in BISC standards preferred. BISC Fundamentals course completion is a requirement of continued employment and will be provided.

Work Environment:

This position will primarily be working in an office environment. Approximately 10% of this position's time could be spent in the field.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.