

## **Job Description**

**Title:**

Intern Architect

**Objective:**

Produces architectural drawings using CAD software as directed by the architect and project managers. May also perform other architectural tasks related to design projects for both residential and commercial projects.

**Responsibilities:**

- Prepare program and schematic proposal, project layouts, and develop design in 2D and 3D using DataCAD and/or Revit for client review and approval.
- Perform design computations, specifications, compiles data, and elementary architectural assignments.
- Assist with preparation of construction drawings and construction detailing for contractors.
- Review building codes to assure that design complies with the minimum legal standards.
- Assist in the constructions administration reviewing shop drawings and visiting construction sites.
- Prepare graphic presentations for client approval.

**Requirements:**

- Possession of a MArch, BArch, or BS in Architecture degree. Recent graduate or 2-5 years' experience in a related field. LEED Accreditation is preferred.
- DataCAD and Revit experience and/or training is a plus. Must have a portfolio to show graphic design skill.
- Possession of strong organizational skills.
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with the architectural team associates, and maintain an even temper under deadlines.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*

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