

CSU STUDENT EMPLOYMENT JOB POSTING FORM

POSTING DATES: Until filled

POSITION TITLE: design + const. documents management assistant

DEPARTMENT: Office of the University Architect

SUPERVISOR: Bruce Ferguson

POSITION SUMMARY: Design and construction documents management. Some amount of clerical and filing required. Maintaining and organizing Plans Room and Plotter Room documents.

POSITION ACCOUNTABILITIES: Student enrolled in Urban Studies or Engineering undergraduate degree, or student presently in a post-undergraduate Urban Studies or Engineering degree is preferred. 15 - 20 hours of work per week is required. Preference will be given to student who, upon successfully completing their probationary period (one semester), stay 2+ years in the position.

QUALIFICATIONS: Student must have effective and clear verbal and written communication skills (including listening skills) and excellent customer relation skills. Student must engage in critical thinking (problem-solving, decision making, applied knowledge, creativity). Student must use teamwork skills (relationship building, interpersonal social skills). Student must have current technology skills. Student must already be trained in, and have advanced experience using AutoCAD, Revit (or other BIM modeling program), Microsoft Word and Excel, Internet, E-mail, Access, etc. Student must be dependable with strong work habits; able to manage time and priorities and be customer service-oriented. Student must be detail-oriented and accurate. Please note that an AutoCAD competency test will be given during the candidates' interviews.

LEARNING OBJECTIVES: Enhanced AutoCAD and BIM modeling skills, greater understanding of architecture and engineering design processes, greater knowledge of construction systems and terminology.

DAYS/TIMES NEEDED: Monday to Friday (8:00 a.m. to 5:00 p.m.)

SALARY: \$12/hour (starting salary)

FWS AWARD REQUIRED?

No

**ADDITIONAL DOCUMENTS
REQUIRED TO APPLY:**

Resume, samples of ACAD or BIM work and three references.

**EMAIL TO SEND
APPLICATION DOCUMENTS:**

b.ferguson68@csuohio.edu (Please: no phone calls or personal appearance at the department.)