



INTERN

JOB DESCRIPTION
1of2

ANALYTICAL SKILL SET	COMPUTER SKILL SET	CHARACTER
Self starter, independent thinker, ability to make decisions that are inline with good judgment, but a team player	Intranet & Internet Navigation	High Energy
Demonstrate the ability to handle high volume of work & ability to change focus with a shift in priority	Microsoft Office Suite: Outlook, Power Point, Excel, Word, Adobe	Positive Thinker
Accurately preparing project construction documents		Organized
Takes good notes, follows nomenclature, utilizes good drawing conventions & layering systems		Accountable
With guidance review shop drawings, project submittals, etc. for document compliance	Adobe Acrobat	Thorough
Represents the office properly at all times		Respectful
Utilizes computer-assisted design software and equipment to prepare project designs and plans.	BIM, Rhino, Sketch-Up, AutoCAD, Adobe Photoshop &/or In-Design	
Communicating during the preparation of documents with Team Leader, consultants, team members		Communicator



INTERN

JOB DESCRIPTION
2of2

ANALYTICAL SKILL SET	COMPUTER SKILL SET	CHARACTER
Ability to carry a concept through based on the design Parti Sketches for the project direction (with some artistic license)		Creative
Willingness to work hard, shift project focus & have fun		Flexible
Performs routine assignments requiring knowledge and application of basic architectural principles, design, and concepts		Multi-Tasker
Research alternative solutions to design & project issues	WWW	Resourceful
Must use good judgment with respect to exclusivity, confidentiality of office documents and office business		Trustworthy