



Job Description

Job Title: Intern
Division: Program Operations – Design Studio
Reports To: Director
Employment Status: Intern

Job Summary

Provide assistance under the direction and supervision of the Project Architect as well as the Design Studio Manager.

Essential Duties and Responsibilities

1. Assist in preparation of architectural plans, sections, elevations, details, presentation materials, and other drafting tasks.
2. Conceptual design and planning.
3. Review of design documents.
4. Printing, plotting and other document reproduction.

Experience and Qualifications

1. Relevant experience desirable
2. Architectural degree candidate
3. Auto Cad expertise required
4. Familiarity with New Jersey Codes desirable

Physical Demands

Minimal