

**Position Title:** Design & Construction Documents Management Assistant

**Department:** Office of the University Architect

**Position Summary:** Design and construction documents management. Some amount of clerical and filing required. Maintaining and organizing Plans Room and Plotter Room documents.

**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.

**Hours** 20 hours during Fall/Spring Semester & 40 hours is available during Winter/Summer break

Workable hours are Monday to Friday 8 a.m. - 5 p.m.

**Hourly Rate:** \$10/hour minimum (will increase pay for experience)

**FWS Award Required:** No

**Email Resumes** r.t.bowling@csuohio.edu



## Department of Facilities Services

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