**Architectural/Engineering Project Assistant**

UMBC’s Facilities Management (FM) seeks to employ a responsible and dependable undergraduate student to work 15-20 hours per week during the fall 2021 semester to support professional staff. There is potential for the selected candidates to continue for a maximum of 40 hours per week during winter break and summer 2022.

The ideal candidate understands spatial relationships, reads and understands floor plans, quickly learns new software applications, and understands and/or is interested in building design and construction. Work will be fast-paced and deadline-driven; and accuracy is critical.

Possible work hours are Monday through Friday between 7:30 am and 5:30 pm. Weekend and evening hours are not available. A valid driver’s license is preferred to utilize state vehicles during work hours.

Positions are for undergraduate students only. Graduate student applications will NOT be considered.

If interested, email a resume and letter of interest to [hbishop@umbc.edu](mailto:hbishop@umbc.edu) addressed to Heather Bishop, Facilities Planner.

The primary position goals include:

* Provide Campus Planner (CP) and Project Manager (PM) support with specific projects occurring across campus
* Field-verify existing building conditions
* Maintain floor plans and space inventory for the campus’s academic and residential buildings

Specific duties may include:

* Utilization of AutoCAD Architecture and ArcGIS Pro to maintain building floor plans and site drawings
* Maintenance of campus space inventory using Microsoft Excel
* Surveying buildings with various measuring devices, and photo-documentation
* Providing CP and PM support which includes a range of tasks such as extracting data from construction drawings, photographing areas of campus, observing and documenting site and building features, developing and/or modifying spreadsheet data, verifying cost data, researching design and construction data via Internet or phone calls, making deliveries, and scanning and compiling project information
* Scanning, sorting, filing and organizing completed design and construction project files

There may be opportunity to assist with a special project which includes accompanying FM tradesman and cataloging existing campus assets using a mobile application and Microsoft Office software. This special project will involve standing and walking many hours a day while moving throughout campus buildings in mechanical and electrical rooms.

Experience with AutoCAD, Adobe Creative Suite, and Microsoft Office Suite are desirable, but lack of experience in these areas should not be a deterrent to applying for the position. Careful attention to detail, accuracy, and communication skills are all needed to successfully perform tasks. Knowledge of building systems (HVAC, plumbing, and electrical) and their respective parts would be beneficial for the ideal candidate, but is not required.