

**CAD Operator/ Assistant to College Architect :
Internship or Part Time Employment at Hocking College**

Candidate will assist the College Architect in planning, implementation, and administration of various construction projects in connection with Hocking College campuses. Items listed in the field of Responsibilities will include project management activities and supportive collaboration across multiple functions under the direction and guidance of the College Architect.

Responsibilities

- Prepare detailed architectural drawings in AutoCAD
- Create and edit project specifications
- Follow project methodologies outlined by the College Architect
- Support delivery of outputs related to project management
- Identify problems with ongoing activities and facilitate the problem solving process
- Produce, organize and categorize various documents
- Pick-up and delivery of plans, specs, permits, etc.
- Demonstrated ability to meet tight deadlines while managing various projects
- Ability to work as part of a team
- Other miscellaneous duties as assigned

Qualifications

- Proficient in AutoCAD 2014
- Experienced with Microsoft Office Software
- Positive Attitude, Self –Motivated, Punctual, Dedicated
- Organizational skills
- Strong Communications Skills, both written and oral
- Problem Solver
- Attention to detail
- Basic understanding of architectural drawings
- Model Building Skills
- Valid Driver’s License
- Candidate must be able to work between 20-28 hours per week

Position offers \$20/hour

Interested candidates should arrange interviews with Architect, Trent DeBruin
At debruint@hocking.edu - 740 753-6129