

University Planning Intern Job Description for OU Students

University Planning supports the University's academic mission and strategic vision by providing professional guidance for the long-range planning of the physical environment as well as leveraging space to its highest utilization. Our office is responsible for providing leadership in campus planning, capital planning, space management, geographic information systems, and building information archives. You can learn more about our office here: <https://www.ohio.edu/planning-space/>.

Student interns from Geography, Interior Architecture, or other departments work alongside the planners and space managers in our office supporting a variety of functions and we consider them an integral part of our team. Schedules are flexible, and we encourage students to work around their academic responsibilities, which always come first.

Typical Responsibilities:

Updating archive drawings of campus buildings

Space planning for departmental needs

Creating maps in GIS

Updating the university space database

Other duties as assigned

If interested, please submit a resume and work sample/portfolio that answers the following questions:

1. Years of study
2. Would you be interested/available to work over the summer
3. Please share your level of skill/experience with the following programs
 - a. Microsoft Powerpoint
 - b. Microsoft Excel
 - c. Adobe Suite
 - d. ArcGIS
 - e. AutoCAD

If you have any questions, or would like to discuss this opportunity, please contact the University Planning office, planning@ohio.edu.