

Intern Architect

Revised January 2006



Position Overview

The Intern Architect is typically an Architecture school graduate who is working toward registration. WAI/Continuum is committed to providing the Intern with practical experience in all phases of a project based on the capabilities of each individual.

Position Responsibilities

- Assisting the Project Architect with design and presentation during the Schematic and Design Development phases of a project
- Assisting the Project Architect with document production during the Design Development and Construction Document phases of a project
- Attending meetings with a Client or Consultants as deemed appropriate by the Project Architect or as a TQM endeavor
- Coordinating in and out-of-house reprographic services
- Maintaining project file organization in the flat files and on the computer
- Archiving of Project at end of each phase or official issuance, both computer and "tube" storage
- Maintaining "standard reference" computer library
- Developing CAD "standards" for drawing production

Qualifications

We seek talented, creative and self-motivated individuals with a Master's degree in architecture. 2-5 years experience extremely beneficial and professionalism with strong communication skills are highly regarded. We are advocates of IDP and will encourage you to pass your exams as soon as possible.

Qualifications include CAD proficiency and the ability to work with AutoCAD/ADT 2004, Microsoft Excel, Word & Outlook.

Offices in Minnesota and Florida

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