Office of Vice President of Administration and Finance

Intern Title: Assistant Project Engineer Intern
Status: Non-exempt

Job Summary
- The internship will teach you the basic business skills that will prepare you for the future.

Duties and Responsibilities
- Assist the Director of Facilities in the day-to-day oversight of specific projects
- Assist with construction project site inspection performance and documentation
- Assist with the tracking of project submittals, shop drawings, request for information, change order requests, and change order documents
- Assist with conversion of existing building drawings to CAD files
- Assist with updating building and campus CAD files to reflect interior/exterior revisions and changes resulting from non-capital outlay projects
- Assist with cataloguing and monitoring building/campus paper drawing and CAD files
- Assist with cost estimating for non-capital projects
- Assist with quality control review of project plans and specifications during project design
- Assist with field investigations, Architect/Engineer and end-user interface, and project coordination on non-capital outlay projects and special projects as assigned.
- Assist with the development of University Specification Standards

Essential skills required
- Ability to carry out instructions quickly and accurately
- Currently enrolled at Virginia State University
- GPA of 3.0 or above
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:
- Director of Risk Management and Executive Reporting
- Director of Facilities