



Architectural Intern - Job Description

Architectural Intern is an entry, or experienced entry-level position. An Intern must have or be working towards a Professional Design Degree. In this position, the Intern is responsible for assisting in the preparation of architectural plans, sections, elevations, and details, as well as doing code research, permitting requirement research and other tasks under the supervision of a Project Coordinator, Sr. Project Coordinator, or Project Architect.

The following lists some of the roles and responsibilities of an Architectural Intern:

- Organization and execution of tasks assigned to them accurately and on time
- Navigation, interpretation, and research of building codes and ordinances
- Coordination with other team members, engineers, and consultants
- Technical proficiency with BIM, Revit, AutoCAD, Microsoft Office Suite and other applications
- Preparation of scaled drawings and contract documents
- Occasional onsite observation of work during C.A.
- Assistance in proper documentation of project files

This job description is not intended to be a comprehensive listing of activities, duties, or responsibilities required of the employee for this job.

Mayse & Associates, Inc. offers competitive salary and benefits, flexible office hours, and the opportunity for a hybrid work schedule.