Job Summary:
Facilities Planning and Management is seeking to hire a part time student intern this spring/summer to assist a Construction Manager in the management, coordination, and construction administration services during construction capital construction projects at Iowa State University. This internship is intended to lead to a follow on full time internship for summer 2020.

Duties and Responsibilities:
• Duties will include assisting construction services personnel as follows:
  o Coordination of project related university activities
  o Monitoring job site progress and construction schedules
  o Review of submittals and other project documentation
  o Development of project documentation (written reports, photographs, etc.)
  o Job site observations
  o Punch list generation and verification
  o Investigation of project issues and follow-up
  o Review of project drawings and specifications
• Developing and updating project reports
• Posting project revisions and updates to contract document sets
• Organization and maintenance of project files
• Other duties of similar nature as assigned

Qualifications:
• Basic knowledge of construction project processes and construction methods
• Good communication and organizational skills.
• Basic computer skills, including word processing and spreadsheet applications are required.
• Enrolled at Iowa State University as a student

Reporting Relationship:
• Will be assigned to work with one of our construction management teams with direct supervision from the construction management team leader. May take direction and work assignments from any of the construction managers.

Work Hours:
• School year: 20 hours maximum. Generally we need to have students commit to at least 10 hours per week during the school year to be effective. Work hours should be coordinated with class schedule and should be in blocks of not less than two hours at a time.
• Summer - 7:30a to 4:00p with 1/2 hour lunch, 40 hours maximum unless authorized.

Work Dress:
• Business casual dress - jeans and collar shirt in good condition are acceptable.
• Safety shoes and appropriate safety equipment are expected to be worn while on project sites at all times. Hard hats, safety glasses, etc. will be provided. Students are expected to provide their own safety shoes.
• Students will be representing Iowa State University in their interactions and are expected to present a professional image.

Compensation:
• Hourly pay commensurate with education and experience. Performance will be evaluated at the beginning of each primary school term (3 times per year) and appropriate adjustments considered.

Application Process:
• Download an application from the FP&M website https://www.fpm.iastate.edu/hr/employment/, and submit along with a copy of your resume to Emily Craig, Hiring & Onboarding Coordinator. emcraig@iastate.edu 515-294-0824
• Application deadline is January 30th 2020.