Title: Student AutoCAD Technician Position
Department: Facilities Management
Reports to: Facilities Engineer
Appointment: Summer / Academic Year
Remuneration: Hourly Wage: $8.00 per hour minimum (Negotiable based on experience)

Position Summary
The Facilities Management Student AutoCAD position is an undergraduate student employee who provides assistance to Facilities Management and Campus Planning Staff. The work includes, but is not limited to preparing and updating facility and construction drawings in AutoCAD software, measurements and documentation of building floor plans, imaging of record documents, organization of electronic files and assisting with filing of record documents.

Responsibilities
A. AutoCAD:
   a. Field measure buildings and grounds.
   b. Update and maintain campus emergency plans in buildings
   c. Update and maintain campus building roof plans
   d. Update overall campus site plan as construction changes occur
   e. Update building floor plans as construction changes occur
   f. Update campus utility plans with current information
   g. Create new construction drawings for small in-house projects based on designs from campus staff
   h. Plot AutoCAD files

B. Record Documents
   a. Assist with scanning record drawings and documents; organize electronic files.
   b. Assist with filing and organization of paper record documents from construction
   c. Maintain building operation and maintenance files
Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment.
B. Minimum cumulative grade point average of 2.25 or higher before and during employment.
C. Knowledge and experience with Microsoft Office Word and Excel software
D. Knowledge and experience in drafting techniques pertaining to computer-aided drafting using recent AutoCAD software.

Knowledge, Skills, and Abilities
A. Communicate effectively with supervisor, staff and co-workers.
B. Exercise good judgment at all times.
C. Organize work tasks logically and efficiently.
D. Communicate problems and concerns.
E. Ability to work independently or as part of a group.
F. Ability to do field investigations on campus grounds, in buildings and roofs to document existing conditions. Investigations may require access via ladders for above ceiling investigation.
G. Recognize safety concerns and adhere to safety procedures.