Job Title: **Student Intern** **FLSA Status:** **Non-Exempt**

Reports To: **Interior Design Director / VP of Interior Design**

SUMMARY

Assist project teams by completing a variety of tasks while learning in a collaborative team-based environment.

Primary Responsibilities:
Includes the following and other duties may be assigned.

- Assist with general office organizing or improvements.
- Manages the filing and organization of the resource library and schedules all meetings with industry product reps.
- Drafting using Revit.
- Creating 3D computer models using Sketch Up, Revit or similar modeling programs.
- Assist team members with presentation materials specifications.
- Render project elevations or perspectives using Photoshop, Revit or similar rendering programs.
- Assist with industry research projects, studies or whitepapers.
- Receives direction from Interior Design team members based on project task.

Job Requirements:

- Enrolled in an Interior Design program.
- Position requires at least a 20-29 hour per week time commitment. May be up to 40 hours during the summer and up to 29 hours while school is in session
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Must be fluent in reading, writing and speaking the English language.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients and the general public.
- Skills required include basic knowledge of Microsoft Office programs, Revit, Adobe CS5. Preference will be given to candidates who exhibit exceptional graphic and communication skills.