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| Facilities Planning, Construction and Planning**City University of New York (CUNY)** |
| **Job Title:** Planning Intern |
| **Work Location:** 555 West 57th Street – 16th Floor (Must be available to travel throughout all of NYC.) |
| **Division/Department:** Facilities Planning, Construction and Management |
| **Reports to:**  Planning Coordinator, Assistant Director - Planning |
| **Start Date:** ASAP **End Date:** To Be Determined |
| **🞏 Full-time****🞏 Part-time** | **◼ Internship (17.50 an hour)****◼ Part- Time**  | **🞏 Full-time****🞏 Part-time** |
| **General Description:** Interns can expect to:* Perform utilization, space needs analyses, programming, and feasibility studies throughout all CUNY locations. This may involve data preparation, cleanup, analysis, as well as physical, in-person work throughout multiple CUNY locations throughout NYC.
* Help with managing and updating various datasets and the space inventory system
* Provide database and report development support for all of CUNY
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| **Qualifications and Core Competencies*** Architectural, Interior Design, Planning, or related education, experience, or background
* Experience with:
	+ AutoCAD
	+ Microsoft Office - Word, PowerPoint, Excel
	+ Adobe Suite (Acrobat Pro, Photoshop, InDesign)
* Able to work under existing, as well as create new, project schedules and plans
* Ability to shift between working independently and setting internal goals, to working closely with a small team
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