|  |  |  |
| --- | --- | --- |
| 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 | | |
| **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 | | |
|  | | |