**Employer:**

**Position:** AutoCAD Assistant Intern  **Availability:**

**Major:** Engineering,Manufacturing,Construction Management or related majors **Location:**

**Role and Responsibilities:**

* Use AutoCAD for planning, elevations, and developing project design documents and specifications.
* Use shop drawings to prepare fabrication drawings and creations.
* Assist skilled tradespeople performing carpentry, electrical, plumbing, HVAC, and other tasks in construction and office environments to understand better processes, procedures, and documentation required by tradespeople to perform their jobs properly.
* Assist project manager in project planning, scheduling, procurement, and related technical and administrative support to lead individuals on projects.
* Works closely with superiors to support the overall needs of the project.
* Assist in preparing labor, time, and material estimates based on engineering requirements.
* Support the enforcement of strict discipline on the job site with respect to safety and workplace practices.
* Assist in the preparation and submission of electronic time records.
* Assist in preparing and submitting electronic project reports and maintaining files.
* Participate in the preparation and implementation of the project quality control plan.
* Proactively identify issues that could lead to problems.

**Desired Skills:**

* Working knowledge of AutoCAD
* Ability to work with hands and equipment with a willingness to learn.
* Ability to understand the scope of work, specifications, and drawings on assigned projects.
* Demonstrated knowledge of scheduling, reading drawings, completing material and labor take-offs, understanding construction specifications, and using construction scheduling and drafting software.
* Excellent communication skills.
* Must work collaboratively in a team environment with a spirit of cooperation.
* Respectfully takes direction and adheres to feedback from management.
* Maintains punctual, regular, and predictable attendance per project and company work hours.
* Practical problem-solving skills with attention to detail, listening, and critical thinking skills
* Ability to develop, prioritize and accomplish goals
* Interested in learning more about construction

**Educational Goals:**

* Exposure to multiple engineering and trade professionals and career opportunities.
* Safety awareness by learning how to identify potential hazards and work safely in a manufacturing or construction environment.
* Computer-aided manufacturing by becoming proficient with software programs that control the operation of manufacturing machines.
* Develop professional communication skills in phone conversations and in writing via email exchanges and via technology solutions.
* Develop critical thinking and problem-solving skills by using logic and reasoning to identify the risks and rewards of alternative solutions, conclusions, approaches to problems; identifying patterns, and identifying opportunities for improvement.
* Learn ISO standards and relevant industry-specific standards (e.g., OSHA).
* Exposure trades tools and equipment and knowledge of when and how to use them.
* Develop creative thinking for design.