



**Michigan  
Technological  
University**

**Now Hiring**  
**Engineering Intern**

**Facilities Administration & Planning**

Up to 15-hours per week  
No Less than \$10 per hour  
Must be able to commit to working the full academic year

**Direct Supervisor:** Director, Administrative Service and Projects  
**Mentor(s):** Executive Director, Facilities Administration & Planning  
Director, Engineering Services

The Engineering Intern will be responsible for assisting Facilities Administration and Planning with various planning and engineering-related projects including (but not limited to):

- AutoCad drawing work including ADA related mapping, inclusion projects
- GIS data accessibility and management
- Website improvements
- Collection and data analysis
- Engineering project communication efforts

**Required Qualifications:**

- Enrolled in an Engineering or Construction Management major
- Proficient in Microsoft Office Suite and Google Applications
- Knowledge of GIS software
- Experience in AutoCAD / AutoCad Revit
- Ability to read and interpret building floorplans
- Ability to manage multiple projects
- Ability to work independently while adhering to established safety procedures
- Highly organized, detail-oriented individual

**Desired Qualifications:**

- 3rd or 4th year student
- Course work in AutoCad, Construction Management, GIS Software

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To apply, email your resume and cover letter to [llweir@mtu.edu](mailto:llweir@mtu.edu)