



# UNIVERSITY OF COLORADO BOULDER

## DEPARTMENT OF FACILITIES MANAGEMENT

### **Job Description**

**Title:** Design & Construction Student

Assistant

**Classification:** Student Assistant II

**Reports To:** Director of Design &

Construction

**Pay Range:** \$15.00 to \$20.00 per hour

**Terms:** Starts immediately and can continue until graduation

### **Why CU Facilities Management:**

- Flexible work schedule allows students freedom to work around exams, projects and other responsibilities
- Work on projects that make a difference on campus
- Gain an intimate understanding of your school

### **Job Responsibilities:**

- Project coordination with vendors, parking, building access, client outreach, etc.
- Research archival data for projects
- Submittal and plan review– keep tracking log, coordinate review to stakeholders and manage comments
- Manage project daily reports
- Track and review certified payroll
- Help review pay requests
- General site visits and internal job reports
- Push closeout documentation with vendors
- Perform task within the departments project information system software
- Support project managers and project coordinators with data entry into project software
- Gain an understanding of project cost accounting through change order proposals, invoices, and schedule of values
- Comfortable working with computer software programs, technically proficient, able to discern problems with data entry (once trained), and are interested in design and construction.

**Minimum Qualifications:**

- Civil, architectural, environmental engineering and ENVD students only
- Ability to read and understand project specifications and drawings
- Enrolled as a sophomore, junior, senior or graduate student with at least 3 semesters left before graduation (Summers count as one semester)
- 3.0 minimum GPA
- Good oral and written communication skills
- Able to work ~15 hours per week average during the Fall/Spring semesters and 35-40 hours per week during the Summer
- Proficiency in MS Office and MS Projects preferred

Please submit your resume and cover letter to Richard M. Deborski at [deborski@colorado.edu](mailto:deborski@colorado.edu)