

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 Manhattan.)

Division/Department: Facilities Planning, Construction and Management

Reports to: Planning Manager

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 will be:

- Performing space needs analyses, programming, and feasibility studies throughout CUNY Central Office locations across Manhattan. Involves physical, in-person work throughout multiple CUNY locations in Manhattan.
- Managing and updating the space inventory system, working with facilities lifecycle assessment for all CUNY campuses.
- Providing database and report development support for all FPCM departments through the updating and optimizing of space records and management in Archibus, our Integrated Workplace Management System (IWMS)

This is an opportunity for those interested in getting involved with institutional administration, project management, planning, architecture, and interior design.

- This can also be an opportunity to gain credit in categories of NCARB's Architectural Experience Program (AXP) program – a requirement in the process of achieving Licensure as an Architect.

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

How to Apply

Please email cover letter and resume to:

Daniel Goldman
Daniel.Goldman@cuny.edu