

**Department:** Facilities Department

**Position:** Facilities Department Assistant

**Hours:** Approx. 4-6 hours per week which will vary depending on time of year and student schedule

The following are the responsibilities of this position:

- Prepare conceptual design plans, elevations and other required drawings as needed
- Prepare 3D models in Rhino or other modeling software for conceptual design ideas
- Take measurements as needed for potential projects
- Other general administrative tasks to support the Facilities department as needed

Desired Skills:

- Knowledge of 3D modeling software
- Responsive communication skills via email

Learning Outcomes/objectives:

- Opportunity to interact with Facilities Director and Director's office
- Understand conceptual design studies and necessary supportive documents

Pay rate is \$17.87 per hour currently

To apply please email Emil Tatevosian, Facilities Director, at [emil\\_tatevosian@sciarc.edu](mailto:emil_tatevosian@sciarc.edu)

Use the subject line "Facilities Department Assistant Job Inquiry" and please include your resume