



Architect Student, Campus and Facilities Planning

Job Posting #	UOPEP04
Division	Office of the Vice-President, University Operations
Department	Campus & Facilities Planning
Campus	St. George (downtown Toronto)
Term Duration	June – August 31, 2017 (Summer Term)
Hours of Work	Monday – Friday, 8:45am – 5:00pm. For a total of 36.25 hours per week.

POSITION SUMMARY

The Campus & Facilities Planning department is looking for an Architect Student to join their team during this summer term. The student will gain practical skills and experience in various aspects of planning and architecture.

Under the general direction of the Director, Campus & Facilities Planning the incumbent will maintain and update tri-campus AutoCAD 2-dimensional drawing inventory. The incumbent will prepare 3-dimensional modelling using Sketchup and other applicable drawing formats. He/She will prepare test layouts and other studies to assist with planning analysis and project planning reports. In addition, the incumbent will also gather photographic documentation and on campus measurements, as well as, research precedents, case studies and assist in developing presentation material while providing general campus planning support.

MINIMUM QUALIFICATIONS

Education:

Planning, Architecture or related discipline or equivalent combination of education and experience. Sound knowledge of architectural graphic representation and graphic design layout is required.

Experience:

Minimum six (6) months experience working in a similar capacity considered an asset. Demonstrated ability to create 3D drawings at an intermediate level in Sketchup and design and layout graphic materials for publication; Wordpress experience is an asset.

Skills:

Excellent computer skills including:

- AutoCAD 2D with experience in preparation of architectural drawings
- Microsoft Word, Excel, and Outlook
- Adobe Creative Suite (InDesign, Illustrator, Photoshop)

Other:

Ability to meet strict deadlines and work effectively when there are multiple demands while maintaining a high degree of accuracy and attention to details; ability to work independently as well as part of a team; excellent organizational and interpersonal skills; shows initiative and the ability to exercise good judgment and maintain discretion.

HOW TO APPLY

Please submit your applications including the job title and job posting number in the subject line of the email to hruniversityoperations@utoronto.ca by **Wednesday, June 21, 2017, 11:59pm**. Be sure to include a resume and cover letter.

Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. We will keep your resume on file in case an opportunity comes up which matches your background and experience.

We thank you for your interest in the University Operations Professional Experience Program.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Accommodation is available for applicants with disabilities throughout the recruitment process, please feel free to contact Belle Ravindran, HR Advisor at belle.ravindran@utoronto.ca or 416-978-8955.