

## **Project Leader/CAD Operator – Vincennes, IN Architectural Services & Facilities**

Vincennes University's Architectural Services and Facilities Department is seeking applications for a Project Leader/CAD Operator. This is a full-time, support staff position with benefits.

**PRIMARY FUNCTION:** Project Leader/CAD Operator is responsible for assisting the campus architect with new construction projects and renovation projects from conceptual drawings all the way through construction.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide design and architectural CAD assistance to the Campus Architect, including but not limited to the following: Creating, Proofing, and editing light and heavy construction drawings for repair, renovation and new construction projects using AutoCAD, Photoshop, Revit and related software on a daily basis.
- Provide Construction Administration assistance to the Campus Architect, including but not limited to the following: construction site visits, construction progress documentation, correspondence with contractors and project closeout documentation.
- Contributes to the overall success of the office by assisting in all areas as deemed necessary by the Campus Architect.
- Regular attendance is required for this position.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of CAD Interns.

### **POSITION REQUIREMENTS:**

**EDUCATION:** Minimum of Associates Degree in Drafting preferred.

**EXPERIENCE:** Minimum of five years in architectural/engineering firm, light and heavy commercial construction experience; knowledge of building systems (wood, steel, etc.); working knowledge of AutoCAD, Photoshop and 3D software.

**LANGUAGE SKILLS:** Excellent

**MATHEMATICAL SKILLS:** Excellent

**REASONING SKILLS:** Excellent

**INTERPERSONAL SKILLS:** Excellent, ability to work with diverse clientele; ability to work well under pressure and with short deadlines.

**PHYSICAL DEMANDS:** Walking, bending, lifting

VU is committed to diversity in the college community.

Interested applicants should email a completed Application for Employment, cover letter and resume to [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail hard copy to Vincennes University, Human Resources, 1002 N. First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

Vincennes University is an Affirmative Action Equal Opportunity Employer