

SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Architecture**

Address of Primary Work/Study Location:

3625 24th Street

San Francisco, CA 94110

Supervisor 1

Name: Jane Doe

Title: Architect

Phone: 415-555-1234

Email: janed@samplecompany.com

If you have an additional supervisor, please complete:

Supervisor 2

Name:

Title:

Phone:

Email:

Primary Responsibilities:

- Shadow client meetings and take notes in an effort to understand client needs
- Practice developing architectural designs, learn technical solutions that can be applied through all
- phases of a project
- Organize and file architectural drawings, plans, and documents
- Prepare architectural construction documents and support with administrative duties as assigned

Please share the desired characteristics and skills of your Student Associate(s):

- Willing to grow
- Solid communication and organization
- Able to plan and organize simultaneous tasks
- Interest in learning architectural principles and practices
- Interest in building materials and construction methods