



<i>Position</i>	District Projects Intern
<i>Location</i>	J Sterling Morton District 201 – District Office
<i>Department</i>	CTE
<i>Reports To</i>	Principal of Tech and Trade Center
<i>Position Summary</i>	The Projects Intern will support the design and development of a state-of-the-art Tech and Trade Center for high school students. This position offers a unique opportunity to gain hands-on experience in the architecture field by contributing to the planning, design, and execution of specialized lab and classroom spaces. The intern will work closely with school administrators, teachers, project architects, and industry professionals to create functional, safe, and innovative environments that enhance trade and technical education.
<i>Qualifications</i>	Candidates must be currently pursuing or have completed a Bachelor's or Master's Degree in Architecture, Architectural Engineering, or a related field.
<i>Terms of Employment</i>	This is a project-based internship tied to the design and construction of the Tech and Trade Center. The duration of employment will coincide with the lifecycle of the project, from the early design stages through to completion (Fall of 2027), or until the intern's designated contributions are fulfilled. Hours per week may vary based on project needs and intern availability, with flexibility for both intensive periods and lighter weeks depending on deadlines and milestones.
<i>Evaluation</i>	Duration of project(s).
<i>Compensation</i>	\$20-\$25 per/hour based on experience & qualifications.

<i>Essential Duties and Responsibilities</i>	
<ul style="list-style-type: none"> • Conduct interviews with teachers across various trade pathways to gather specific design needs. • Compile feedback into actionable design concepts for lab and classroom spaces. • Create initial design sketches and layouts based on teacher input and project specifications. • Assist in developing space plans that align with the educational goals and physical requirements of the trade center. 	

- Conduct research on existing trade centers and gather data on best practices for lab and classroom layouts.
- Research trade center design, curriculum, equipment, infrastructure, and safety standards to ensure best practices.
- Visit schools with exemplary programs to document design strategies and identify potential improvements for the project.
- Possible travel to visit other trade centers within the state.
- Possible travel to visit trade centers out of state for research and benchmarking.
- Collect and analyze data related to current enrollment, student interest surveys, and course requests to inform space requirements and lab quantities.
- Present findings to the project team for incorporation into design decisions.
- Collaborate with the hired architectural firm by sharing design concepts and teacher feedback.
- Participate in design reviews and offer input on refinements to ensure alignment with project goals.
- Attend project meetings with school administrators, architects, and construction teams to provide updates on intern-led initiatives.
- Document key decisions and ensure timely communication between all parties.
- Assist in site surveys and field visits, documenting space conditions and project progress.
- Maintain organized records of design revisions and site observations.
- Work with the architecture firm and school staff to refine preliminary designs based on ongoing feedback and developments.
- Ensure that final designs meet both functional and educational needs.
- Facilitate additional meetings with teachers and project architects to refine lab designs for functionality, equipment needs, and safety.
- Assist with other project-related tasks as needed, including report generation, data organization, and timeline tracking.
- Performs other job-related duties as directed by the administration and/or immediate supervisor.

Physical Demands

The District Projects Intern role requires a combination of office-based work and physical activity on construction sites. The intern must be able to sit for extended periods while using computers for tasks such as drafting, modeling, and project management. The position also requires the ability to navigate active construction sites, which may include walking on uneven terrain, climbing stairs, and moving across scaffolding. The intern should be capable of walking, standing, and bending for extended periods during site assessments, inspections, and meetings with stakeholders.

The intern must also be able to lift and carry materials or equipment weighing up to 30 pounds, such as presentation boards, physical models, or other project-related items. This role combines intellectual work with moderate physical activity, offering a hands-on experience in both design and construction environments.

Work Environment

The District Projects Intern will work in a dynamic, collaborative environment that blends both office-based tasks and fieldwork. The intern will spend time interacting with teachers, administrators, architects, and other project stakeholders, ensuring that their input informs the design and development of the Trade Center. The role involves a balance of independent research, teamwork, and hands-on site visits to ensure design concepts align with the project's goals.

The intern will have opportunities to visit various trade centers, both within and outside of the state, to gather best practices and inspiration for the design. Travel may be required for site visits, school surveys, and benchmarking trips to ensure the trade center meets the highest standards in education, safety, and infrastructure.

This position provides a supportive environment for learning, with direct involvement in real-world architectural projects that impact the educational landscape. The intern will gain exposure to both the design process and project management aspects, working closely with professionals in a fast-paced, goal-oriented atmosphere.

Job Description Adopted

October 18, 2024