



Summer 2018 Internship

Title: Architectural AutoCAD Design/Drafter

Recruitment #: DNR-E&C1-2018

Date Opened: 2/2/18

Closing Date: 3/15/18

Compensation: \$5,200 stipend

Employment Type: Full Time

Work Location: Annapolis, MD (Anne Arundel County), includes field work

Introduction

This is an internship within the DNR Engineering and Construction unit which will provide substantive project involvement, activities and/or research sufficient to justify the award of course credit. The intern will also be provided with an opportunity to tour various DNR units to learn about the breadth of natural resources services provided by the DNR. The internship period will take place from June 2018 through August 2018 for 10 – 12 weeks. The specific start date, end date, hours and schedule will be determined in collaboration between the intern and supervisor based upon mutual needs.

LOCATION OF POSITION

The primary office location for this position is 580 Taylor Ave., Annapolis Maryland. The position will include field work. Transportation will be provided.

Main Purpose of Internship

The Architectural AutoCAD Design/Drafter Intern will develop technical architectural CAD drawings for comfort stations and bath houses to be located in the Maryland parks. Internship duties will include:

- Conduct field visits to measure and assess existing conditions and buildings.
- Develop design criteria and siting for buildings.
- Based upon site needs and recommended design aspects, produce construction drawings in CAD.
- Develop floor plans, elevation and details in CAD.

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- May also produce construction ready designs.
- Attend meetings & accompany staff on site visits.
- Make a project presentation to DNR staff at the end of the internship.

Position Requirements

- Enrolled as an undergraduate student at Morgan State, University, University of Maryland Eastern Shore or Bowie State University.
- Preferred fields of study are Architecture, Engineering, Construction Management or related fields.
- Successful completion of a minimum of two courses in AutoCAD.
- GPA of 2.5 or above
- Submit a complete Application Packet by the closing date as outlined below.

SELECTION PROCESS

Interested students must submit an application packet as outlined below by the closing date. Candidates may be interviewed in person or via telephone to determine selection. All placement decisions will be made by 4/30/18 and all applicants will be notified of application status by that date.

FURTHER INSTRUCTIONS

All application materials must be submitted **by the closing date of March 15, 2018**.

Application materials include:

- Resume – Include internship Title and Recruitment # in the objective.
- Up-to-date, original transcript, demonstrating GPA of 2.5 or above
- A letter of recommendation from the university Staff Liaison, which also includes commitment from the Staff Liaison to confer with the DNR Unit Liaison about deliverables needed to ensure that the student can be awarded credit for the internship experience.

By the closing date of March 15, 2018, email your application packet to Barbara.wallace@maryland.gov, or mail your application packet to: Department of Natural Resources; Human Resources Services – HBCU Internship Program; 580 Taylor Avenue, C-3; Annapolis, MD 21401

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