



The City of Bryan Community Development Department  
is seeking volunteers for

## **Community Development Intern (Housing Services)**

This position will perform inspections, drafting and job site coordination duties as assigned for developers, builders, public facility construction, housing down payment and rehabilitation activities for Community Development Services. Responsibilities include assisting with the measurement and inspection of homes for the Rehabilitation / Reconstruction program; preparing site plans, CAD, cost estimates and preliminary scopes of work for rehabilitation projects; conducting jobsite visits, maintaining records and coordinating change orders and project payments on assigned projects; and performing related duties and research as assigned.

### **Requirements:**

Must be a Junior, Senior or Graduate student in Architecture, Civil Engineering or similar technical field of study. Must be proficient in the use of CAD applications and spreadsheets; able to coordinate construction projects and estimate project costs, use spreadsheet and word processing applications (Microsoft Word/Excel/Outlook); and work cooperatively, and communicate effectively.

### **Hours:**

Flexible work schedule - approximately 20 hours per week Monday-Friday between the hours of 8am-5pm. The position will last approximately one semester. The internship is unpaid.