

Student Associate – CAD Assistant



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
Office of Human Resources
512-499-4587

Department: Office of Capital Projects
Institution: The University of Texas System Administration
Location: UT System Building - 210 W. 7th St, Austin, TX
No. of Openings: 1
Hours per Week: Up to 19.5
Work Schedule: Flexible schedule anywhere from 8-19 hours a week, dependent on workload
Compensation: \$25/hour
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. [The University of Texas System Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Office of Capital Projects and Facilities Management

The Office of Capital Projects (OCP) – formerly the Office of facilities Planning and Construction (OFPC) – provides oversight of the UT System’s Capital Improvement Program (CIP) that preserves and enhances UT System’s facility assets. The CIP is a six-year projection of major new construction and repair and rehabilitation projects to be implemented and funded from system-wide revenue sources. OCP acts as a centralized resource to support program management and executive decision making by providing subject matter expertise, regulatory guidance, research, benchmarking and analysis related to the CIP. It is responsible for developing and maintaining the standards, tools, processes and information resource needed to facilitate transparent execution of the UT System CIP.

Facilities Management provides a supportive substrate for the mission success of every end user of our facilities. We do this by giving our departments, staff, visitors, and building tenants an exemplary facility that is safe, secure, accessible, attractive, efficient, and above all supportive of the work we take on. We provide prompt and thorough solutions to facility, space, and event needs using a careful balance of high-quality service providers and a small core of System staff.

Purpose/Scope: Verifies and updates record CAD drawings at UT System Building and other properties.

Essential Functions

- Update and revise existing CAD drawings of the facility using AutoCAD 2018.
- Assist Facilities Manager with reports and data verification using FaciliCAD.
- Work setting will be mostly desk work with occasional trips into production areas or other properties for field verifications.

Required Qualifications

Currently enrolled University of Texas student. One-year experience working with AutoCAD required.

Working Conditions

- Work is performed in an office environment.
- Uses personal computer and other standard office equipment.

How to Apply

Send one email to ctroutwine@utsystem.edu as specified below.

- **Subject Line:** Student CAD Assistant - First Name Last Name
- Attach the following documents as Word or PDF files:

- Resume
- Cover Letter
- 3 Professional References (incl. contact information)

Additional Information

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Human Resources](#).

Please direct questions to the [Office of Human Resources](#).