

Fort Monroe Authority

Position Description- Project Management Intern

The Fort Monroe Authority is seeking current Engineering or Engineering Technology students planning to pursue a career in construction to apply for the paid position of **Project Management Intern**. Working at beautiful and historic Fort Monroe in the city of Hampton, Virginia, this is a unique opportunity for one individual to gain relevant experience working on a variety of projects ranging from: repairs, renovations, or improvements to existing historic and non-historic buildings; to infrastructure projects involving water distribution systems, sanitary sewer systems, storm water systems, roads, bridges, piers, and more. During your time as a paid intern you will experience and participate in many aspects of the project management process such as conceptual planning, developing scopes of work, budgets and costs, consultations with various agencies, value engineering, project design, plan review and permitting, the bidding process, the construction phase, project closeout. You will enhance your skillset working on challenging real-world projects, collaborate with top professionals and organizations in the area, develop and sharpen your leadership skills, and be a part of the amazing and ongoing story of Fort Monroe!

Department: Operations

FLSA status: Non Exempt, P/T wage, approximately 15-20 hours per week.

Work Conditions: Office environment in historic building(s), some not ADA accessible.
Light lifting.

Salary: \$13.00 per hour

Reports to: FMA Project Manager

Responsibilities:

1. Assists the FMA project management team in the collection, development, and tracking of information for FMA construction projects.
2. Performs administrative and field assignments.
3. Assists the project management team in creating project screening forms and dig permits.
4. Assists Project Manager and other departments in permit review, field measurements and photography, and other assessments related to construction projects.
5. Assists with creating maps for various projects.
6. Additional duties as assigned by the FMA Project Manager.

Qualifications

- Knowledge of basic architecture and/or engineering principles, applications, and procedures.

- Relative coursework in architecture or engineering required.
- Computer software skills including CAD, GIS, MS Office preferred.
- Ability to learn processes and procedures through instruction, participation and observation.
- Excellent communication skills.

The Fort Monroe Authority is an EEO compliant employer.

This posting will close when filled. To apply please forward a copy of your resume, cover letter and FMA Job Application (available on website at www.fmauthority.com) to:

Joan F. Baker

Human Resources Manager

jbaker@fmauthority.com

Or mail to:

Joan F. Baker

Human Resources Manager

20 Ingalls Road

Fort Monroe, VA 23651

Incomplete applications will not be accepted.