



WE ARE LOOKING FOR ARCHITECTS and ENGINEERS

Hawaii State Department of Education (HIDOE) Office of Facilities and Operations, Facilities Development Branch

The HIDOE's Facilities Development Branch services 264 schools across all islands with design and construction Capital Improvement Program (CIP) jobs and Repair & Maintenance (R&M) jobs.

Eligibility:

- 2022 UH Manoa School of Architecture current students and recent graduates
- 2022 UH Manoa College of Engineering current students and recent graduates
- Available for an in-person interview
- Driver's license required

Internship Period:

- June - August 2022 (option to extend during school year)
- 20-40 hours per week

Paid Internship: \$22.69 per hour

Apply for a Part-Time Temporary Position:

- Submit your resume to Marjorie Vicari, marjorie.vicari@k12.hi.us
- Upon review of resumes, applicants will be contacted to schedule an interview
- If selected, the applicant will need to fill out employment forms, provide a TB test clearance, and fingerprinting screening

Apply for a Full-Time Permanent Position:

- Go to our website to apply, <https://bit.ly/DOE-jobs>

Internship Opportunity:

Facilities Development Branch seeks the assistance of college architect and engineering interns to help us manage multiple jobs that deal with various disciplines of work, including architecture, civil, geotechnical, surveying, archaeology, historic preservation, landscape, structural, electrical, mechanical, fire protection, telecom, environmental hazmat, and sustainability.

The interns will observe the design and construction industry from the viewpoint of the owner. Under the guidance of a Planner or Project Manager, the interns will become familiar with the variety of jobs that take place in support of public school facilities statewide and learn the steps a job goes through. Tasks may include, but not be limited to, the following:

- School campus research
- Assisting with developing a comprehensive scope of work based on the needs of the users and site context
- Compiling contract documents
- Participating in review of design documents
- Tracking of permitting agency reviews
- Assisting with construction bid reviews
- Tracking and filing of job related documents
- Observing job related meetings
- Assisting with developing a post-occupancy evaluation program
- Project closeouts

Desired Skills of Student Intern:

The ideal applicant must be an effective communicator (verbally and in writing), be self-motivated, and have a willingness to learn.