# **Job Title**

Project Assistant – Construction Management and Support Intern

**Purpose**

This position is responsible for supporting ENGIE’s Capital Projects team, concentrated on lifecycle and expansion projects for The Ohio State University’s Utility System. The ideal candidate has an interest in obtaining practical experience working in energy infrastructure.

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| **Location/Department**  Columbus, OH | **Status**  Non-Exempt; Hourly |

**Internship Term**

The internship work term will be from October 2018 – May 2019, 10 hours per week minimum.

**Responsibilities**

Assist the Capital Projects team as assigned. Areas of possible work assignments include job site visits during active construction, monitoring progress, developing reports and organizing data. Utilizing field data, the assistant shall review and opine on contractor pay requests and provide necessary adjustments to the expected completion date and project cost.

**Required Skills**

* Ability to communicate effectively, both written and verbally
* Minimum of 1 year completed coursework within construction management or engineering
* Ability to handle multiple assignments on a timely basis with a high degree of accuracy
* Proficient with Microsoft Word and Excel
* Strong organizational, prioritization, interpersonal and time management skills.
* Negotiating skills and general business acumen (including technical, legal, commodity risk, quantitative and economic analysis skills).
* Demonstrated ability to take initiative

**Minimum Education/Experience**

* Pursuing a major in construction management or engineering
* Prefer GPA of 2.5 or higher
* Prefer Junior or Senior

## Working Environment

Work environment characteristics include the access of construction sites, under variable outdoor conditions. Visits to work sites include mandatory personal protective equipment as required. Areas of construction sites could include access to confined spaces, varying levels of temperature and physical requirements such as crawling, climbing and/or lifting to 30 pounds.

While performing the duties of this job, the employee may be exposed to weather conditions. If required, personal protective equipment will be provided as necessary.

The noise level in the work environment is usually moderate.

“All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status”.