



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program

Position Description

UO Finance and Administration Department Name	Design & Construction A department in the division of Campus Planning and Facilities Management (CPFM)
Intern Supervisor Name	David Cates, Design Manager and Staff Architect
Role or Project Title	Design Services Intern
Modality	In person
Department Information	Design and Construction is a service-oriented organization, operating with the objective of advocating the University's Mission to be a preeminent and innovative public research university. Our Design Services staff provides leadership and oversight in the development of interior spaces related to campus construction projects, including expertise associated with renovations, interior space design development, product evaluation, color, pattern, and material selection, and furniture procurement. The design team also ensures ADA compliance on construction projects, provides information associated with the quality of varying products on the market, and establishes standards for interior finishes and furniture within the Campus Design Standards. https://cpfm.uoregon.edu/design-construction https://cpfm.uoregon.edu/design-services
Position Purpose and Description	In support of routine project delivery and non-routine special initiatives, the intern will perform drafting and design support tasks, organize sample libraries and finish palettes, assist in the development of campus design standards, and assist the team with a variety of other design related tasks associated with space-related needs on campus. Design Services staff will provide mentorship and support to ensure the success of the internship and the student's professional development.
Preferred Term Start	Could begin Fall 2026 or Winter 2027



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Required Skills <i>Student must have these to complete project</i>	Must be an undergraduate student enrolled in the College of Design, pursuing a degree in Architecture, Interior Architecture, or a closely related field of study Entry-level or higher software proficiency with Autodesk Revit, Microsoft Office, and Adobe Creative Suite
Preferred Skills <i>You must have these skills to complete the project</i>	Autodesk AutoCAD Bluebeam Revu Work experience in the fields of architecture, interior design, or a closely related field Demonstrated skill and experience with interpersonal collaboration, organizational skills, problem-solving, and critical thinking
Skills/knowledge the student will gain during the term	Gain experience working in a design practice dedicated to high-quality deliverables and service Learn technical skills and improve proficiency with industry-standard software and production tools Learn about building codes and accessibility standards, budgets and schedules, and working with consultants and contractors Contribute to the advancement of campus design standards and the depth and quality of internal space-related databases