

**Architectural College Graduate**

This is the preferred minimum job description for an entry level position for an Architectural College Graduate with Cawley Architects.

**Education and Experience:**

- Has zero to three years of working knowledge and practical experience in an architectural office AND a four-year bachelor's degree (in an architectural-related field).
- Has some knowledge and experience producing preliminary architectural drawings and architectural working and construction drawings for commercial projects.
- Tends to be a high-level (career-minded) individual who can perform most of any required drafting and CADD functions.

**Personal Qualifications, Qualities, and Characteristics:**

- Exhibits professionalism in appearance, behavior, and attitude.
- Is reliable, honest, prompt, and diligent.
- Is committed to personal and professional growth.
- Is able and willing to work and communicate as part of a production team.
- Can handle multiple projects and deadlines. Adept at multitasking.
- Understands commonly used architectural and construction terms, concepts, practices, and procedures.
- Possesses excellent AutoCAD and Revit + skills and is familiar with Microsoft Office products and other Windows-based software packages.
- Requires moderate supervision to complete job functions.
- Adheres to all office standards.
- Learn quickly and is willing and able to adapt to new processes and procedures.
- Follows through on instructions provided by supervisors.
- Works diligently to meet goals and deadlines with accuracy.
- Has solid personal organization and time management skills.
- First Year Workload/Production Expectation: Can manage 1-5 projects in various phases at any one time (from design review packages to construction) with moderate director supervision and training on our office drawing standards.