

**Job Title:** Intern - Project Engineer

**Company:** Tetrad Real Estate

**Location:** Fort Collins, Colorado

**Who we are:** Tetrad Real Estate (TRE) is wholly-owned subsidiary of Tetrad Corporation, a family-owned private investment firm based in Omaha, Nebraska. With many years of real estate development and investment experience across the firm, TRE is focused on providing full-service real estate solutions for its internal investors and clients.

TRE has experience across multiple project types and is capable to manage and deliver each component of a real estate development. Higher education public-private partnerships are a specific project type in which TRE has unique and significant experience.

With a value driven hands-on approach, TRE provides a high level of service to its internal and external clients.

**Summary:** Tetrad Real Estate is seeking an energetic, motivated, and dedicated Intern – Project Engineer with exceptional communication and writing skills to work alongside our Project Management Team and Director of Construction on capital improvement projects and new construction related to Colorado State University. We offer an opportunity to work in an enterprise environment focused on the achievement of managing and completing projects.

**General Description:** Intern – Project Engineer has a primary responsibility to assist in managing and supervising administrative, technical, and financial aspects of assigned projects from project award to completion. The Intern will report directly to the Project Manager/Director of Construction. Specific duties include but not be limited to

**Project Engineer Interns Responsibilities:**

- Prepare required documentation for the area of responsibility
- Copy and distribute documentation per procedures.
- Receive data and compile summary reports of activities for the supervisor on a weekly and monthly basis as required.
- May be required to manage a specific type scope of work or aspect of the a given project depending on a particular assignment.
- Supporting of due diligence assessments
- Review RFI's and Bulletins on field drawings, office drawings, and as-builts.
- File and coordinate submittals and manage reviewers.
- Other duties as assigned.
- May be subject to overtime on an as needed basis.

**Job Qualifications:**

- An Intern must be currently enrolled in a Construction Management program or similarly related field at a college or university.

**Job Type:** Full-Time

- Tetrad Real Estate is an equal-opportunity employer committed to promoting diversity and inclusion in the workplace. We welcome applications from all qualified individuals.

**Salary:** \$20.00 to \$25.00 depending on Experience

**Location:** Fort Collins – Primarily working with CSU Projects

**Start Date:** Mid to Late May

**Please send your resume and cover letter to [pwithrow@tetradre.com](mailto:pwithrow@tetradre.com)**