



Commercial TI Internship

Job Description: Commercial TI Internship

Location: Denver, CO (projects primarily in the Greater Denver Metro area)

Reports to: Owner / Operations Lead

Position Type: Full-time, Monday-Friday (field + office)

Compensation: \$20-25/hour

Travel: Local travel to job sites required

How to Apply: Interested candidates should contact our HR Consulting Firm, MEL Growth Consulting, by emailing your resume to Ramsey at ramsey@melgrowthconsulting.com.

Company Overview:

Ellipsis Construction is a licensed, women-owned commercial General Contractor specializing in tenant finish / commercial improvements in the Denver Metro area. We're known for trust-forward relationships and communication, a commitment to sustainability, and leveraging construction technology to streamline delivery and keep projects on schedule and within budget. Our mission is to be a progressive leader in the future of the construction industry by leveraging the strengths of our diverse team and clients while protecting our natural environment and giving back to the community we serve.

Why You'll Want to Work Here:

- **Real ownership + real impact:** You'll drive projects end-to-end in a small, high-performing team structure.
- **Fast-paced TI work:** Tenant improvement projects move quickly and require strong communication and decisive leadership—if you like momentum, you'll fit right in.
- **Values that show up on the job:** Relationships, sustainability, and innovation aren't slogans here—they're how we operate.
- **Modern tools + continuous improvement:** We embrace technology and best practices to reduce rework, improve coordination, and elevate the client experience.

Position Summary:

The Commercial TI Internship is an immersive 8-week program (June 15th through August 7th) designed to provide students with hands-on exposure to the full lifecycle of project execution, both in the field and in the office. Interns will gain real-world experience through Procore training, jobsite shadowing, operational support, and collaboration with project managers, superintendents, and cross-functional teams.

This role is ideal for individuals who are curious, motivated, and excited about learning how construction projects are planned, coordinated, and delivered. Interns will rotate across field operations and project management activities, assisting with low-risk tasks such as documenting site progress, supporting RFIs and meeting minutes, helping maintain project logs, communicating with trade partners, and participating in daily jobsite routines.

In addition to technical exposure, the program emphasizes teamwork and professional development. Interns will be paired with a buddy, participate in cohort events, and complete structured training, including Procore certification(s), to build foundational skills that support long-term success in the construction industry.

Successful interns may be considered full-time roles at the end of the program, depending on performance, interest, and business needs.

Key Responsibilities:

Training & Learning

- Complete Procore training and certifications
- Shadow project managers, superintendents, and field leaders
- Learn the full project lifecycle and operational workflows

Field Experience

- Join site walks and assist with documenting field progress
- Participate in safety talks and safety walkthroughs
- Observe subcontractor coordination and boots-on-the-ground activities

Project Support

- Assist with RFIs, meeting minutes, logs, and daily project documentation
- Contact trade partners for estimate information

- Support daily operational and administrative tasks
- Help maintain photo logs and field documentation

Program Expectations

We expect each intern to:

- Demonstrate curiosity, initiative, and willingness to learn
- Be punctual, professional, and prepared each day
- Communicate clearly and ask questions when needed
- Collaborate with peers, buddies, and project teams
- Participate fully in training, shadowing, and field assignments
- Embrace safety as a core priority

What You Can Expect to Gain:

- Procore certification and exposure to leading construction software
- Hands-on understanding of operations and field execution
- Direct mentorship from experienced leaders
- Real project experience and resume-building achievements
- A supportive, team-centered environment
- Potential path to full-time employment

Work Environment & Physical Requirements:

- Combination of office work and active jobsite work.
- Ability to move around job sites, climb stairs/ladders as needed, and work in varying site conditions.
- Ability to lift/carry light-to-moderate materials (typical jobsite requirements) and wear PPE as required.

Background Check / Site Security Requirement:

- This position may require assignment to projects with specific badging or security requirements, which may require the Company, Owner, or a third party to conduct a drug, criminal, or other background check.

Equal Opportunity:

Ellipsis Construction is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.

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