**Job Title:** Intern/Co-Op

**Location:** Various

**Summary:**   We are looking for outgoing students that want to apply what they have learned in their Construction Management, Engineering, and Architecture courses to real life experiences.  At Sevan you will be part of a team that is dynamic and fast paced.  Strong communication skills and a desire to be involved in all aspects of a project life cycle are a must.  Problem solving skills, thinking outside the box and dealing with ambiguity are skills that we value. You will work alongside experienced individuals as well as the opportunity to operate independently.  Our interns do not make coffee runs, or push papers – they receive hands-on, real-world experience and take pride in learning day to day activities that help launch our business forward. We are looking for people who enjoy the challenge of taking on a leadership role and working together on a team each day.

**The following internship/co-op learning opportunities are available at Sevan:**

**Survey** (This position is field based and requires significant travel around the U.S.)

* Conduct surveys that utilize Sevan’s Asset Assessment technology
* Utilize survey measuring tools (laser, tape, etc.) to gather, verify and document dimensions accurately
* Assist in collecting existing conditions data from building sites and provide photographic documentation
* Assist in creating as-built drawings including building floor plan, elevations, RCP, roof plan, site plan in AutoCAD (experience required), REVIT (experience preferred)
* Assist in creating virtual tours using technologies such as Panatour, Cloudberry, Amazon cloud storage and other related applications (experience preferred, but not required)
* Assist in preparing and delivering survey reports in accordance with company & client requirements
* Comfortability with communications skills, working directly with Clients and Department Leadership

**Project Management** (This position is field, and office based and may require some travel)

* Learn project management skills through exposure to projects and programs for various large corporate clients
* Assist the Project Team with on-site review of construction progress against established project schedule
* Support Project Manager with monitoring and reporting on project work in the field
* Assist Project Team with project reporting and documentation requirements
* Assist in preparation of tracking and status reports, utilizing Excel
* General understanding of construction management terms and processes required
* Ability to communicate effectively with vendors
* Contribute in validating and reviewing contracts, bill of materials, and change orders

**Design** (This position is office based in our corporate office located in Downers Grove, IL)

* Assists in preparing complete, accurate and code compliant construction documents
* Assists in providing technical and creative design solutions that align with program intent
* Assists in resolving plan review comments from code officials
* Adheres to CAD standards and follows assigned drafting protocol across all projects

**Planning, Zoning, and Permitting**

* Assists in Geotechnical surveys
* Attend Public hearings and municipal meetings when needed
* Assists PZP Project Manager in representing owner’s in response to requests for information from Municipalities
* Assists in undertaking ordinance reviews involving research and analysis and communication of the findings
* Assists at earliest stage work with Municipalities to identify and report proposed Impact Fees
* Assists with initiating early discussions with Utility Companies to ensure utilities are available and to set up future site services

**Civil Engineer**

* Assists design site layouts
* Assists in creating grading plans and stormwater management plans utilizing AutoCad Civil 3D
* Assists with completing Site Investigation Reports (SIR) to communicated potential roadblocks and establish design criterion
* Review third party drawings
* Assist in the coordination and communication with utility service providers
* Assist in identifying and obtaining all entitlements/approvals/permits/licenses necessary for the project.

Sevan promotes a culture of leadership and employee development. To thrive in Sevan's culture be prepared to embrace change and communicate openly. Be open to learning about cutting edge technology. Be always improving and challenging yourself. Be positive. Promote our values of Respect, Integrity, Teamwork, Excellence, and Charity.

**To apply text sevan to (630) 526-7174.**

*Sevan Multi-Site Solutions Inc. is proud to be an equal opportunity employer committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetics, disability, pregnancy, veteran status or any other basis protected by law.*