

## Architectural Associate

Expertise: Architecture / BIM Drafting

### Summary:

Shelter Architecture is looking for a self motivated, organized and highly creative entry level Architectural Associate to join our collaboration-driven team.

A qualified candidate for this position will be highly organized, shows initiative and follow through on given tasks, and has BIM drafting and graphic skills. Shelter is a studio environment and therefore our new team member must play well with others and be willing to pitch in to help as needed. Revit Drafting and computer competencies are the primary skill sets required.

### Key Responsibilities:

- Assist Architects and Senior Designers with design assignments, compile data and research for Residential and Commercial design projects
- Draft Interiors and Architectural drawings as requested
- Maintain existing resources library
- Coordinate and schedule internal educational events
- Produce graphic presentation materials

### Supervisor:

Reports to Design Leaders as well as Partners

### Skills & Qualifications:

- Bachelor's degree in Architecture (minimum), advanced degree preferred
- 1-3 years of employment or internship experience in the field of Architecture
- Knowledge of commonly-used concepts, practices and procedures within architecture and interior design
- Basic knowledge of residential and light commercial construction practices
- Must have Vehicle & Valid Driver's License
- Practical experience with Revit software
- Practical experience with SketchUp software
- Practical experience in Photoshop software

### Employment Type:

Full time position

### Salary Range & Benefits:

- Competitive salary
- Exceptionally supportive work environment
- Work schedule flexibility
- Contribution to health care and retirement packages
- Annual Education stipend
- Contribution to Association Membership fees
- Paid Holidays

### To Apply Please Provide PDF or Link(s):

- Cover Letter
- Questionnaire [below]
- Current Resume
- Portfolio

Name: \_\_\_\_\_

Area(s) of expertise: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree: \_\_\_\_\_ Earliest start date: \_\_\_\_\_

Your application should include supplementary materials such as Resume, Portfolio, References, etc. that help to further explain your skills and experience.

Why Architecture? \_\_\_\_\_

What are some things you need to do to get to “the next level” in your career? \_\_\_\_\_

What thing(s) are you very best at?  
(it may or may not directly apply to your career)

Why do you think you are a “good fit”? \_\_\_\_\_

IT Skills (not all needed for all positions)

PC

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Mac

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Pages (iWork) or Word - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Numbers (iWork) or Excel - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Photoshop

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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SketchUp

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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AutoCAD

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Revit

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Rendering Software (specify: \_\_\_\_\_ )

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Powerpoint or Keynote

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Word Press

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Other Software (specify)

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Myers - Briggs Type Indicator

If interviewed we will ask to know your Myers-Briggs Type Indicator.

MBTI: \_\_\_\_\_

We use various teamwork tools that help our productivity. Your Myers - Briggs type has no bearing on the outcome of this application it is only used to help us understand what your working style may be. If you do not know that your MBTI is here is an online free test you can use: <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Send completed form to [career@shelterarchitecture.com](mailto:career@shelterarchitecture.com)