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# Example of Architectural Assistant Job Description

Our innovative and growing company is looking for an architectural assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for architectural assistant

* Oversee the Environment of Care for the hospital, Health Sciences Center and BST
* Reviews project goals, quality of work, schedules and associated project costs to achieve completion of the project within time and budget
* Responsible for the daily activities and overall progress of the code enforcement, staffing, onsite daily inspections, drawings review, code interpretation
* Participates in the Certificate of Need process provide CON assessment for new projects, develop construction timeline for start of construction, CON sanitarian site visit and construction completion date
* Responsible for the development and maintenance of the construction schedule
* Ensures that project documents construction drawings, schedule, procurements, requests for proposals, vendor payments, requests for information, submittals, change in scope forms are uploaded and maintained in Projectmates
* Provide a monthly activities report of projects to the Senior Project Director and Associate Director
* Participate in various meetings weekly construction meetings, hospital architectural meetings, ICRA meeting, department head meetings, use meetings and finance meetings to keep apprised of the hospital’s project priorities
* Oversight for all phases of construction including coordinating workers, materials and equipment and ensuring that specifications are being followed as per the project scope building requirements of the JCAHO, NYS Department of Health and state and local requirements
* Ensures that documentation is processed as per the department’s change in scope policy and procedure in the event that scope creep or user requests are initiated during the construction

## Qualifications for architectural assistant

* Minimum 1-2 years of experience in an online editorial role
* Basic understanding of how to present content optimally for an online audience
* Working knowledge of SEO, writing searchable headlines and copy
* Interest in design, culture, and/or architecture
* Part II Qualified Architect
* Experience in building engineering