



Job Specification

Job Title: Architect I
BCAT Code: 451X AA
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Coordinates facility programming, designing, estimating, and construction management efforts for projects/renovations and all aspects of facility construction under the supervision of an Architect II or III. Assists in the selection of architectural/engineering firms for GSU design services.

Examples of Duties

- Coordinates cost estimates, design projections, and construction management efforts.
- Coordinates the architectural nuances of new projects/renovations.
- Assists in the selection of architectural/engineering firms.
- Assists in the development of annual MRRF (Major Repair and Rehabilitation fund) submittal for GSU.
- Compiles data and prepares various reports (qualitative and quantitative).
- Assists in reviewing design drawings, proposals, specifications, budget, and schedule compliance.
- Provides color renderings as requested by GSU.
- Serves as ADA (American Disabilities Act) facilities coordinator for the university.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of architectural policies and procedures.
- Knowledge of AutoCAD, word-processing (MS-Word), spreadsheets (MS-Excel), and databases (MS-Access).
- Ability to multi-task and coordinate several projects.
- Ability to design alterations to buildings and prepare accurate documents
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree in Architecture and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.