



# Massachusetts School Building Authority

## Capital Planning Assistant (Co-op)

The MSBA is a quasi-independent government authority which grants funding for school building construction and renovation projects. The MSBA is pleased to provide a Co-Op opportunity to help students learn about the building and construction industry. We are seeking a Capital Planning Assistant to provide a great opportunity to learn and gain skills on building design project.

Students can expect to be challenged by their assigned projects, connect with other MSBA departments, feel valued by the MSBA community, while gaining experience and exposure to designer selection and interviews, preliminary design evaluations, and feasibility analyses. Not only will the selected co-op learn about their day to day tasks through their specific work assignments, but they will have exposure to our organizational leaders and their teams through a series of internal Capital Planning Training. A Co-Op position at the MSBA provides exposure to a range of design and construction firms actively engaged in publicly funded school projects. Most Co-Ops move on to job opportunities within the industry and even return to MSBA when there is an open opportunity.

The **Capital Planning Assistant** (Co-op) is a full time opportunity (up to six months) that will temporarily provide support and assistance to Project Managers and Architects for Massachusetts public school construction projects.

**Responsibilities** include preparation of reports, presentations, and support of technical review. The individual will also assist in information gathering and maintaining databases associated with cost-tracking, construction cost estimates, bid results, and capital project status as well as potentially attending site visits. Interested students should possess basic knowledge of construction projects and/or previous experience in the construction/architectural field.

### Minimum Qualifications:

- Must be enrolled in a degree program leading to a Bachelor's degree in building or construction related degree.
- Legally eligible to work in the U.S.

### Preferred Qualifications:

- Prior internship experience in the architecture, construction or building industry
- Working knowledge of MS Word, Excel, and PowerPoint
- Outstanding verbal and written communication skills with excellent attention to detail
- Ability to succeed in a fast-paced environment with multiple, competing priorities
- Ability to deliver results with limited direction and guidance and on tight deadlines; a self-starter
- Highly motivated and energetic
- Strong work ethic and tenacity
- Minimum 3.2 GPA

### Qualified and Interested?

Please email your resume and cover letter to [hr@massschoolbuildings.org](mailto:hr@massschoolbuildings.org). For more information and learn more of what we do, please visit the [www.massschoolbuildings.org](http://www.massschoolbuildings.org).