Job Title: Architect I

BCAT Code: 09NX24
Pay Grade: G15
FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Coordinates the programming, design, estimating, and construction management efforts for projects/renovations and all aspects of the facility construction under the supervision of an Architect II or III.

Examples of Duties
- Assists in the selection of architectural/engineering firms for the Georgia State University (GSU) design services.
- 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 the annual Major Repair and Rehabilitation Fund (MRRF) submittal for GSU.
- Compiles data and prepares various qualitative and quantitative reports.
- Assists in reviewing design drawings, proposals, specifications, budget, and schedule compliance.
- Provides color renderings as requested by GSU.
- Serves as the American Disabilities Act (ADA) facilities coordinator for the University.
- Performs other related duties as assigned.

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

Minimum GSU Hiring Standards
Bachelor’s degree in Architecture and three years of related experience; or a combination of education and related 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.

Office of Human Resources
Classification Section