



NSA Architecture, founded in 1960, is a full-service Architectural firm providing planning, design, and engineering services for the built environment. Our mission is to provide creative architectural solutions; progressively thriving in a learning environment with a cooperative spirit producing quality projects, and exceeding client expectations. NSA offers diverse experience, a proven track record, direct principal involvement and quality management, state-of-the-art technology, and extensive retrofit knowledge. NSA's portfolio includes Municipal, Commercial, Manufacturing, Energy, Research and Development facilities, Education and Telecommunications buildings. www.nsa-architecture.com

NSA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

NSA offers a competitive compensation and benefits package including 401k.

NSA Architecture is seeking an **Architectural Associate** with strong AutoCAD skills for full-time, part-time, or internship positions to join its growing team to support a broad range of architectural projects in both new construction and renovation.

Responsibilities:

- Use AutoCAD REVIT software.
- Communicate and work closely with the Project Architect in receiving and understanding drawing mark-ups. Be proactive in seeking out and obtaining direction and clarification as needed.
- Coordinate drawing setup and design development with peers in other disciplines.
- Plan work most efficiently, to enable working effectively on multiple projects when necessary.
- Provide support to other projects when necessary.
- Consistently implement NSA standards on all projects.
- Review all documents for accuracy and completion of work prior to delivery to the Project Architect.
- Perform duties as assigned by the Project Architect of your assigned project team in a timely manner.
- Assist the Project Architect in preparing the construction documents; develop sheet layouts, coordination with MEP.
- Assist/assemble and issue project documents for SD, DD, CD, Bids and Construction as directed by the Project Architect. Plot final drawings as directed.
- Perform Field Surveys when required and directed by the Project Architect or Project Manager.
- Assist with project closeout.
- Take ownership of your project, and assist other team members, when needed, to help ensure a successful project.

Qualifications:

- College level education in Architecture or specialized AutoCAD training.
- Active involvement in the field of Architecture.
- Preferred experience in AutoCAD, REVIT, and Photoshop.

Please email your cover letter and resume to Brian Jilbert, Associate Principal (bjilbert@nsa-architecture.com).

Applicants not providing a formal resume will not be considered for an interview.