



## Recent College Graduate (Non-Licensed Architectural Staff)

**Reports to:** Principal, Project Architect, Project Manager, or Architect depending upon the scope of the project. You will also be assigned a mentor within the RTA staff.

**Classification:** Exempt

**Date:** 10/04/2021

Welcome to RTA Architects, a team of 43 comprised of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. We specialize in healthcare, education, retail, and commercial properties, delivering beautiful functional buildings that serve the unique needs of their users and owners. We are proud of our collaborative work ethic, deep community ties, and that the majority of the work we do is with previous satisfied clients.

In your new entry-level position as part of the firm's architectural team, you will expand your craft and collaborate with architects who are profoundly impacting many of the area's greatest projects such as the Pikes Peak Summit Complex, St. Francis Medical Center, and educational facilities across the state. Your role will be fast-paced, multi-faceted, and highly engaging. Your primary duties are: project work through SD and CD phases; reviewing architectural documents for potential conflict with all disciplines; implementing RFIs and change orders; and participating in client and team meetings. You will also be relied upon for your attention to detail, a proactive positive attitude, and superior communications skills.

From our offices in beautiful downtown Colorado Springs, our culture is open and collegial. You'll interact with many teammates and will find yourself engaged by multiple people at the same time. You will be a part of a firm where you will be working under seasoned professionals who truly value mentorship and helping new graduates expand their skills.

And while you are learning from us, we want to learn from you! You'll provide input on helping RTA to continually improve our documents and systems and seek to obtain progressively higher-level assignments on a variety of projects. Come ready and excited to share your experiences, ideas, and career growth desires with us.

**Specifically, the Recent College Graduate, Non-Licensed Architectural Staff will be responsible for:**

- Adherence to office standards and procedures



- Meticulously preparing drawings for schematic design, design development, and contract documents including developing design sketches, renderings, models, material boards, graphics, details, sections, elevations, and schedules
- Exercising creative judgment and design application skills
- Assisting your team with programming and space planning to assess client and project needs
- Assisting in developing presentations and participating in client meetings
- Compiling data and perform design computations, assist in production of amendments, addenda, and bulletins
- Researching products, materials, and codes
- Performing non-drafting related office tasks as assigned
- Possessing exceptional organizational skills and the ability to check work for accuracy, omissions, and clarity
- Working alongside and understand the functional organization of the project team
- Continuing education through seminars and participation in professional organization activities

The above duties are typical of the position, but are not all-encompassing. Each person is expected to assist with duties required to deliver a quality product on schedule and within budget. Specific job tasks will be delineated in the Project Task List as assigned for each project. *Changing the scope of work or deviating from any other part of the contractual agreement requires prior approval from a Principal or Project Manager.*

**Qualified applicants must have:**

1. Bachelor's or Master's degree in Architecture or a four (4) year degree in a related field
2. Zero to five (0-5) of architecture experience
3. Ability to understand and interpret construction drawings
4. Basic knowledge of project design and construction documentation production
5. A collaborative and professional work ethic
6. Exceptional verbal and written communication skills



7. Proactive problem-solving skills, meticulous attention to detail, and a deep motivation to learn
8. Creative thinking ability and aesthetic sensitivity
9. Ability to perform work which requires the consistent exercise of discretion and judgment in its performance
10. Enrollment in Architecture Experience Program (AXP) and ability to actively work toward completion of requirements within five (5) years of graduation
11. The following computer skills:
  - REVIT
  - Autocad
  - Bluebeam
  - MS Office
  - Adobe Creative Suites (InDesign, Illustrator, Photoshop, and Acrobat)

Typical work hours are 8 am – 5 pm, Monday – Friday. Flexible options may be available based on job responsibility and leadership expectations. Salary dependent upon experience and skills, plus benefits.

To apply, send a PDF or Dropbox link containing your cover letter, resume, and samples of your professional work to [employment@rtaarchitects.com](mailto:employment@rtaarchitects.com). Please include your name and the position 'Recent College Graduate' in the subject line.

For more information about RTA, please visit our website at [www.rtaarchitects.com](http://www.rtaarchitects.com), or check us out on [Facebook](#), [LinkedIn](#), or [Instagram](#).

RTA is an equal opportunity employer and offers a [comprehensive benefit](#) package.