



Housing Authority of the City of Milwaukee
809 N. Broadway
Milwaukee, WI 53202
Phone: (414) 224-0528

PAID CONSTRUCTION MANAGEMENT INTERNSHIP

Job Description: The Housing Authority of the City of Milwaukee (HACM) is seeking a Construction Management Intern to assist with day-to-day project management and preconstruction on assigned projects so as to enhance the Intern's industry knowledge. This is a position that will involve working approximately 20 to 25 hours per week; up to 40 hours per week during the summer.

Agency Profile: HACM is an internationally-recognized provider of innovative housing and neighborhood solutions. HACM currently provides high-quality, safe and affordable housing options to over 10,000 households, the majority of which are comprised of low-income families, seniors and disabled adults. In addition, HACM provides a wide range of programs and services to improve quality of life for its residents and assist them in attaining self-sufficiency.

Responsibilities: Assist with a variety of projects, which may include:

- Planning, organizing, and staffing of electrical and/or specialty systems construction projects
- Visit various jobsites and interact with crew, customers, foreman, and general contractors
- Attends weekly and monthly meetings (i.e., Staff Meeting, Project Manager Meeting, etc.)
- Processes miscellaneous paperwork.

Qualifications: Graduate student or undergraduate pursuing a degree in Construction Management, Engineering or related field along with:

- Proficient in the use of a PC and Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, and Word)
- Knowledge of AutoCAD preferred
- Willingness to work a flexible schedule is necessary
- General knowledge of electrical components and applications is preferred

Our internships offer you the opportunity to:

- Explore Career Opportunities – by working in the field you have chosen, you can receive an inside look at your potential career path through hands on strategizing and planning
- Network – meet a variety of people in your profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors – certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

Response: Interested individuals should mail or email their cover letter and resume to:

Housing Authority of the City of Milwaukee
Attn: Crystal Reed-Hardy, Human Resources Manager
PO Box 324
Milwaukee, WI 53201
chardy@hacm.org