

**Servant Leadership Summer Internship Placement Site
Job Description
Summer 2012**

**Organization Name: Planning, Design & Construction
(Campus Services)**

Physical Address:

Emory University
301 FM Drive
Atlanta, GA 30322

Phone: 404.727.1531

Fax: 404.727.2127

Web site: <http://www.campserv.emory.edu/pdc/>

Internship Supervisor:

Linda Sheldon
linda.sheldon@emory.edu

Organization's Mission Statement:

As one of the units within the Campus Services Department, the office of Planning, Design and Construction ensures that an appropriate level of stewardship for the Emory campus physical environment and infrastructure is applied to the ongoing design and development of the Emory campus

Summary of organization's primary programs and services:

Campus Planning; Design and Construction Project Management; Engineering Services; Interior Design Services; Campus Design Standards; Accessibility consulting; Graphic Arts.

Intern's title:

Facility condition data collection staff

Number of interns requested by this organization:

One

Internship project/job description:

The University is undertaking an update to the campus building condition assessment inventory. This effort requires a team to make physical inspections of all campus facilities and to maintain a database of the condition assessments. This is accomplished through a new computerized bar coding system currently being developed by Campus Services. The intern will assist the project director with developing an implementation process followed by the compilation and entering of bar code information that is collected. This data will be collected on equipment and infrastructure in 80 campus buildings followed by bar-coding and the entry of data into a data base.

Qualifications:

The ability to investigate alternative approaches and recommend the development of an optimal process for data collection; computer skills; and a familiarity with the operation of data bases.

Other Requirements:

None.

Will the internship require that the student have a car?

No.

Is placement site accessible by public transit or other transportation options?

Yes.