



Position Announcement

**Western Connecticut State University
Facilities Planning & Engineering
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's Office of Facilities Planning & Engineering is accepting applications for a part-time University Assistant to be to assist the Director of the Facilities Planning and Engineering Department as an Architectural Assistant. This is a part-time position – 19 hours per week.

Western Connecticut State University (WCSU) is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Responsibilities include:

- Perform as a CAD Specialist
- Assist with the Architectural needs in the design and administering of Minor Capital Projects.
- Assist with preparation of Minor Capital projects, to include measuring of spaces and visual review of project spaces when needed.
- Assist with Furniture, Finished and Equipment design and selections working with other members of the department.

Qualifications:

- CAD software experience is required (AutoCAD required, REVIT experience a plus)
- Architectural design and layout experience is required.
- Must be proficient in Microsoft Office, including Microsoft Word, Excel, Outlook and Teams

Salary/Work Hours: \$24.00 per hour for up to 19 hours per week. This is an in-person assignment and will not work remotely. Exact work schedule to be determined at time of hire. Information on benefits may be found on the Human Resources website: wcsu.edu/hr/benefits/ Please note there are no paid benefits for a University Assistant position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.



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Application Process: Prospective candidates must submit a cover letter, which includes the contact information for (3) current professional references and a resume. Questions may be directed to hrpositions@wcsu.edu – please reference Facilities Planning & Engineering UA in the subject line. Application review will begin immediately and continue until the position has been filled.

To apply, submit your materials to: <https://westernconnecticutstateuniversity.applytojob.com/apply/vBcAYVpZyf/Facilities-Planning-Engineering-Architect-Assistant>

Applications materials should be submitted no later than **Friday, April 10, 2026**. Late applications will not be accepted.

Western is an Affirmative Action Equal Opportunity Educator/Employer