

**Wanted: Space & Facilities Management Intern at the NIH!**  
**Part or Full-Time Intern Position Available!**  
**Minimum 16 Hours a Week**

**Location:**

National Heart, Lung and Blood Institute  
National Institutes of Health  
Bethesda, MD  
(Metro accessible)

**Necessary Skills/Background:**

- Student currently studying: Architecture, Engineering, Facility Planning, Project Management or similar.
- Availability to work minimum 16 hours/week
- Proficient in Microsoft Suite (Word, Excel)
- Familiar with Adobe Creative Suite
- High Proficiency with AutoCAD
- Successful time management and communication skills
- Capable of self-directed critical thinking

**Description of Duties:**

The National Heart, Lung, and Blood Institute (NHLBI) is housed in various buildings on the NIH's primary campus in Bethesda, MD. NHLBI occupies over 350,000 sqft of clinical space, biomedical research laboratories and office/admin space on campus.

- Survey, document and catalogue existing NHLBI facilities
- Create, update & refine AutoCAD drawings (drafting)
- Update & correct existing space database & personnel information
- Help generate presentation materials using floor plans, data, images, graphs, graphics, etc.
- Help create cohesive AutoCAD standards library & SOPs
- Coordinate educational activities for the rest of the team
- Organize & update materials library
- Assist architects with various project-related tasks as needed

**To Apply:**

Please email updated resume & cover letter to Brett Siebenhar  
([brett.siebenhar@nih.gov](mailto:brett.siebenhar@nih.gov))