



Campus Operations

Job Position Description

Job Title: **Mapping and Data Hub Assistant**

- A. Main Purpose of the job: **To create and maintain custom campus maps, 3D modeling and assist with data hub maintenance.**
- B. Primary responsibilities or key duties of the job (tasks performed regularly):
 - 1. Create and maintain custom maps using CAD
 - 2. 3D modeling of the campus
 - 3. Collect field data using GPS equipment
 - 4. Assist with data hub maintenance
- C. Additional duties (tasks performed occasionally):
 - 1. Writing procedures
 - 2. Filing paper and electronic drawings
 - 3. General office duties
- D. Basic Qualifications:
 - 1. Intermediate computer knowledge including Autocad, Sketchup 3D modeling, and Photoshop
 - 2. Ability to follow directions, work independently, complete tasks, and perform thorough and accurate work
 - 3. Skilled at reading architectural, utility and construction drawings
 - 4. Minimum sophomore status in Architectural/Environmental Design or Construction
- E. Additional Information:
 - 1.
 - 2.
 - 3.