

**\*Job ID:** 20953

**\*Job Title:** Summer Intern

**Job Reference Num:**

 **Organization Name:** Harry Pepper and Associates

 **Linked Contact:**  Jay Case

**No. of Openings:**

**Work Schedule:**

**Work Over Sem/Holiday Breaks:**

**Walking Distance:**

**Hours per Week:**

**Wage/Salary:** TBD

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:** Harry Pepper & Associates (Prime/General Contractor) is currently looking for a paid summer intern or temporary hire (with the possibility of permanent placement) position at the B-2 Test Stand Restoration Project @ Stennis Space Center, MS.

Job Tasks/Assignments:

- Procurement of materials that meet project specifications
- Coordination of subcontractors and customer
- Developing RFIs
- Reviewing submittal data including product data, engineered drawings, piping spool drawings, radiographic reader sheets (and other testing documentation), etc..
- Reviewing and assembly of change orders and subcontracts
- Field Measurements and layout
- Maintenance of RFI and Submittal Logs
- Proof reading formal letters
- Documentation of meeting minutes
- Generating meeting agendas
- Other tasks as assigned

**Qualifications:** Qualifications:

- Currently enrolled in Bachelor of Science for Construction Management/Engineering or similar degree (or recent graduate)
- Preferably a 3.0 or above GPA
- Ability to learn quickly and show initiative
- Ability to interpret specifications and contract documents
- Positive and productive mentality
- Fluent communication skills both verbally and written
- Organized

Compensation:

TBD

**\*How to Apply:** Please send resumes/vitas to [jcase@hpepper.com](mailto:jcase@hpepper.com) or [kplash@hpepper.com](mailto:kplash@hpepper.com).