

2024 SUMMER INTERNSHIP HKIT ARCHITECTS



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HKIT Architects is pleased to announce our 2024 Summer Internship program.

Located in downtown Oakland, HKIT Architects invites local students currently registered in architectural programs at an accredited college or university to apply for a summer internship at our firm. Founded in 1948, HKIT is a 60-person architecture and interior design firm that focuses on design that enriches the community and the environment. Our portfolio encompasses award-winning design for affordable housing, senior living, and educational facilities.

The goal of the summer internship is to provide professional mentorship and valuable working experience in the design profession, as well as exposure to the unique culture and architectural history of the San Francisco Bay Area.

The summer intern will be provided a competitive professional salary. Paid sick leave will be accrued in accordance with the City of Oakland paid sick leave law.

HKIT Architects values diversity and inclusion within our workforce and we encourage qualified individuals from diverse backgrounds to apply for an internship. We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.



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HOW TO APPLY FOR A SUMMER INTERNSHIP AT HKIT

Eligibility

- ✓ Currently enrolled in an accredited architecture program and/or reside local to Oakland/Bay Area.
- ✓ Entering your final or next to final year.
- ✓ Prior professional experience is not required.

Duration/Time-frame

The duration of our internship program is typically a minimum of two months from early June through August. The specific duration will be negotiated with the selected intern.

To ensure meaningful and active mentorship and daily communication with design teams, interns will typically work in the office.

Compensation

Salary compensation at HKIT is based on the Intern Hourly Rate (\$22-\$25), which exceeds the City of Oakland Living Wage. Paid sick leave will be accrued in accordance with the City of Oakland paid sick leave law.

Role & Responsibilities

The intern is an integral addition to HKIT for the summer. Work will be performed in the office and his/her/their responsibilities may include project-based work, including project graphics and visualization. Activities may include building tours, project site visits, marketing/administrative support, and meeting attendance.

The intern will have the opportunity to learn key software, develop design skills, and participate in hands-on experience in the office and the field.

Application

Please provide the following items to serve as your application:

- ▶ 1-2 page personal Statement of Intent telling us about yourself, your background and history, and why would you like to intern with HKIT. What would you seek to accomplish?
- ▶ 1 page resume including educational background, year of study, software capabilities, and work experience (if any).
- ▶ Portfolio of student work (3-10 pages sized 8.5" x 11").

Please note: All materials should be combined into a single PDF file and not exceed a total file size of 10MB.

Email application to: internships@hkit.com. Subject line must include Summer Intern Job #2400 - your full name.

Selection Criteria

Selection will be based on the following:

- ▶ Currently enrolled in an accredited architecture program and/or reside local to Oakland/Bay Area.
- ▶ Students entering next-to-last year in program are preferred. This means fourth year students in a five-year program or third year students in a four-year program.
- ▶ Quality of student work.
- ▶ Clarity and strength of Statement of Intent.
- ▶ Candidate's history and background.

Schedule & Deadlines

- ▶ **March 8, 2024:** Deadline for receipt of electronic applications.
- ▶ **Summer 2024:** Internship period (specific duration to be determined between HKIT and intern.)

Questions? Email internships@hkit.com