

The University of Southern Indiana invites applications for a full-time **Interior Designer**. This position will be responsible for designing interior spaces of high quality, both functional and pleasing for the end users, and applicable to University needs. Collaborate with the Director of Facilities, consultants, internal departments, students and donors to design such spaces. Coordinate with outside designers, architects, manufacturers and vendors. Coordinate and manage multiple interior projects simultaneously from creation to completion. Update and create CAD drawings of buildings and interior spaces.

Responsibilities include but not limited to:

- Communicate objective of renovation and refurbishing projects with end users and Facilities team to determine the needs and desired aesthetics of interior areas.
- Research possible furniture and finish options, colors, styles, brands and textures while creating multiple design proposals to meet the objective.
- Enhance the function, safety and aesthetics of interior spaces.
- Provide specifications, drawings and bid documents to Procurement for solicitation of bids. Assist in best bid selection for awarding bid and review all documents to ensure accuracy of material quantities and products.
- Assist with the planning and design for renovation, rehabilitation, non-structural improvement and new construction. May recommend projects for repair and renovation.
- Perform design, construction and maintenance drafting by hand and computer. Prepare conceptual, schematic design, design development and construction documents.
- Maintains and incorporates to all projects, an understanding of current design trends, products, construction systems, building codes, and ADA requirements. Correspond and meet with vendors and manufacturers to learn about products and update library and pricing materials.
- Coordinates the soliciting and contracting of fabrication, installation and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, artwork, furniture and related items for projects requiring outside vendors. Maintain files of qualified firms, prepare requests for qualifications and requests for proposals, solicit interest from vendors and review submittals.
- Present proposals for approval, draft plans, specifications and cost estimates of labor and materials. Compile data for budgeting, funding, bidding and contracting. Coordinate the ordering of materials and equipment for projects.
- Coordinate and supervise the work of contractors and University staff. Inspect and report upon in-progress and completed construction and renovation projects. Coordinate progress reviews on assigned projects.
- Maintain updated records of all projects and structures, including cost records, shop drawings and specifications pertaining to the Facilities Operations and Planning (FOP) department. Disseminate data as necessary to contractors or other university departments. Maintain a current technical library of warranties, manufacturer brochures, systems maintenance methods and parts manuals, building codes, cost and materials estimating manuals and vendor catalogs.

- Work with consultants to design and prepare interior room signage, interior and exterior directional signage and exterior building signage.
- Build a good rapport with University students and employees, consultants, suppliers, etc.
- Help shape the responsibilities of this position, so it best benefits the University and Facilities.
- Other duties as assigned.

Essential Knowledge and Skills:

- Bachelor's degree in interior design or related field with one year experience in commercial interior design project management experience, or Associate degree in interior design or related field with three years' experience required.
- Knowledge of building codes, ADA regulations and other pertinent federal, state and local regulations required.
- Considerable knowledge of the modern principles and practices of furnishings, interior design and space planning required.
- Experience in architectural drafting, including AutoCAD required. Proficiency in other design software such as Revit and SketchUp, Adobe software, InDesign, Photoshop, etc. preferred.
- Proficiency in using computers; word processing, spreadsheet and email software; internet resources and operating systems required.
- Effective communication skills required to receive and respond to inquiries regarding technical specifications, industry codes and related regulations.

About USI:

The University of Southern Indiana is a public higher education institution located on a beautiful 1,400-acre campus in Evansville, IN. We offer employees exceptional benefits! Benefits for this position include:

- Affordable medical, dental, vision, life and short term and long-term disability insurance plans
- Retirement plan where the University makes the total contribution equivalent to 11% of annual salary.
- Full tuition fee waiver for employees/75% for spouses and dependent children.
- Vacation and sick time
- Holiday pay
- Free access to Recreation, Fitness & Wellness Center.
- Access to on-campus University Health Center and Dental Hygiene Clinic.

For more information about the benefits that USI offers, please visit www.usi.edu/hr/benefits.

Applications:

Please visit <https://usi.peopleadmin.com/postings/10526> to complete an application and upload application materials to the attention of Mr. James Wolfe, Search Committee Chair. Application materials should include:

- A cover letter
- A resume
- Unofficial Transcripts (Official transcripts required at a later stage.)

For best consideration, please submit materials before April 14, 2023.

The University of Southern Indiana is an EEO/AA employer. All individuals including minorities, women, individuals with disabilities and veterans are encouraged to apply.