

JOB DESCRIPTION

Scheduling Intern

Position Title: Scheduling Intern

Job Code: JC-10048

Reports To: VP, Talent Development

FLSA Status: Hourly

Prepared By: Christina VanNess

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POSITION SUMMARY

Learns from and assists the Scheduling Team in all aspects of supporting project teams and minimizing schedule risk. *Due to the limited duration of collegiate internships, interns may not be exposed to all the responsibilities listed below.*

PRIMARY RESPONSIBILITIES

Project Set-Up and Planning

- Assists Scheduling Manager and development of the site logistics plan by analyzing site conditions, utilities, material deliveries, crane access, employee parking, trailer and/or office set-up.
- Assist Scheduling Manager with Planned Weather Day calculations and calendar setup for specific job site locations.
- Assist Scheduling Manager in building preliminary schedules for project pursuits.

Schedule Management

- Assist project teams with weekly schedule updates.
- Help Scheduling Department ensure that best practices are being followed using schedule analysis software and MGC procedures.
- Monitors project schedules and verify alignment with work on site.
- Reviews self-perform resources in the schedule with Self-Perform staff to gain exposure to Self-Perform, as applicable.

Schedule Controls and Administration

- Assists with management of schedule analysis software and ensuring that information and schedule files are current. Gain exposure to interpretation of the information generated in the software.
- Assists with documentation in Procore software.
- Assists with weather delay documentation, and other delays as needed.
- Helps track and communicate schedule risk to project teams and leadership.

Procurement

- Helps provide on-going scheduling support throughout procurement process.
- Assists with making sure critical procurement items are in the schedule.
- Supports teams in weekly schedule updates as needed.

Change Management:

- Gain exposure in Time Impact Analysis to communicate effects of change orders on the project schedule.
- Gain exposure to creating projections schedule evaluations and forecasts; attends monthly projection meetings at discretion of Scheduling Manager.
- Gain exposure to Owner and Subcontractor change order process.

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Meetings

- Assists with preparation of agendas for weekly department meetings.
- Assists with preparation and distribution of minutes following each meeting.
- Attends pre-installation meetings and other meetings as requested.

Documentation

- Assists Scheduling Manager with documentation for the project schedules, including projections reports, critical path reports, delay logs, project chargeability, and departmental tracking.
- Maintains organized filing system for all paperwork within Teams/OneDrive.

Safety

- Gains exposure to safety best practices and the integration of scheduling with those practices.
- Interns may not act as the designated Competent Person on a project site.

Quality

- Gains exposure to quality processes with QAQC Staff.
- Assists with documentation of QAQC tasks in the schedule and gain exposure to the effects of scheduling practices on quality.

Close-Out

- Assists project team with close-out activities.
- Helps close out project schedules by assisting teams in updating project schedules through the end of the project and following up on open items until complete.
- Gains exposure to as-built schedules by helping document all actual dates and durations to the schedule and storing the schedule and info in as-built schedule database.

LEADERSHIP MODEL COMPETENCIES (PROFESSIONAL INDIVIDUAL CONTRIBUTOR)

Emotional Intelligence

- Exhibits Emotional Intelligence: Develops self-awareness, maintains self-control, listens and responds with empathy, asks for help and encourages involvement, shares thoughts and feelings, reads the room and pivots when needed.
- Communicates Effectively: Listens and asks questions. Speaks clearly and simply. Shows appropriate non-verbal behavior and tone of voice. Responsive in follow-up.
- Demonstrates Influence: Gains acceptance from others of ideas and commitment to actions that support specific goals.

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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completed sophomore year of bachelor's degree program in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Basic knowledge of personal computer and e-mail applications.
- **Language Skills:** Ability to read, analyze, and interpret contract documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients, subcontractors, or associates.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Transportation Requirement:** During the internship, interns are responsible for securing reliable transportation to and from their assigned office location and/or project site(s). Transportation expenses, including ride-share services (e.g., Uber, Lyft), are the responsibility of the intern and will not be reimbursed by McCownGordon Construction.

WORKING CONDITIONS

The position requires work in an office environment as well as construction job sites.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time.

Equal Opportunity Employer/Minorities/Females/Disabled/Veterans