

Community Graduate Assistantships

Civil CAD Technician – OWN Engineering

This GA appointment will be for August 11 - December 11, 2025, and January 5 - May 7, 2026. The stipend will be \$12,291 for the academic year.

Candidates must be able to provide their own transportation to and from Missouri State Campus and OWN Engineering.

OWN, Inc. is an engineering firm that believes in the power of employee-ownership. Our talented team builds futures while helping shape the built environment across the country from our offices in Missouri, Kansas, and Arkansas. We serve the Private Development and Public Infrastructure markets with core offerings of Civil Engineering, Land Surveying, and Field Services. No matter the project or scope, our clients enjoy problem-solving and service that goes beyond the expected. We are looking for a Civil CAD Technician to join our Springfield Team as part of the Private Land Development Department.

Position Responsibilities

- Gather data and perform research to support daily projects.
- Read and interpret plans and specifications to gain a comprehensive understanding of project requirements.
- Conduct various office tasks, including research and preparation of CAD files for construction documents, as well as review deeds and title work information.
- Utilize engineer and survey drawings to create bid documents.
- Prepare precise CAD drawings using AutoCAD and Civil 3-D software.
- Collaborate effectively in a team environment, demonstrating self-motivation and a strong customer service orientation.
- Demonstrate excellent interpersonal, verbal, and written communication skills.

Education and/or Experience

- Acceptance into a graduate program at Missouri State University.
Skills and Proficiencies:
- Some coursework or training in CAD drafting, Civil3D, or a related field is preferred, but not required.
- Strong willingness to learn and develop skills in CAD drafting.
- Ability to work effectively in a team environment and follow instructions.
- Excellent interpersonal and communication skills, both verbal and written.

- Detail-oriented with a focus on producing accurate work.
- Self-motivated and able to work with minimal supervision.

How to Apply:

To apply for this Graduate Assistantship position, please complete the application form and be prepared to upload your resume as part of the submission process.

Form: [OWN Civil CAD Technician Application Form](#)

Deadline to apply: July 16th

Once your application is completed and submitted, we will carefully review it. If your qualifications match the requirements for the position, we will reach out to you regarding the next steps in the selection process.