

COMPREHENSIVE JOB DESCRIPTION

Urban Design Support DR2601	UD3
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STUDIO URBAN DESIGN 2026

Studio Urban Design is an International Architecture and Urban Design Practice licensed in Hong Kong and the United States (California) with keen interest in providing unique high level Masterplanning and Urban Design services across the Asia region.

In 2026, we are enhancing our focus in Vietnam to assist in the country’s rapid growth and related commitment to infrastructure development.

Studio is taking the first steps to establish a full-service practice in Saigon, and needs committed urban designers with an architectural background to assist in the execution of new project work over the next year.

ROLES AND RESPONSIBILITIES | FULL-TIME, FIXED-TERM CONTRACT (56–60 WEEKS)

Overall: Works directly with the Intermediate Urban Design Architect under the general direction of the Project Director to support the tasks to execute the design process with highest standard of quality.

a | Responsibilities Team Collaborator

- Responsible for ensuring the overall design intent of the project established by the Urban Design Architect under the general direction of the Project Director is incorporated into the overall design development process.
- Assist in the design process and executes tasks required from conceptual phase through construction administration, ensuring the design idea is consistent and properly executed.
- Assists in determining proper technical resolution and coordination for a defined portion of a project.
- Assists in producing the documents and identifies the sheets planned for each stage of the work.
- Ensures that design detail documentation conforms to quality assurance, quality control and best practice standards.
- Performs as team leader on certain aspects of the project in coordination with the Intermediate Urban Design Architect.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.
- Fosters a commitment to external and internal client service; assist in communications.

b | Client Interface

- Works on developing a positive relationship of trust with client Leadership including required presentations.

c | Teamwork

- Receives project direction from the Intermediate Urban Design Architect under the direction of the Project Director and coordinates this work with the rest of the team.
- Coordinates use and tracks shared electronic documentation and files with project team, clients and consultants and helps maintain Studio's central database.
- Assists in planning and conducting work making minor adaptations and modifications to complete working drawing set(s).
- Assists in preparation of presentation materials.
- Meets with municipal building department and other governing agency officials to coordinate approvals or variances.
- Provides technical support and project communications to team as required.
- Attends on-site visits, field reviews and project meetings.
- Involved with specification set-up and drawing coordination, research and appropriate use of SUD Standards.
- Provides support to all team members for specific market, discipline, or other areas of expertise.
- Participates in review of project costs and budgets, adherence to schedule.
- May prepare 2D and 3D presentation/design drawings and builds models for client/project team review.
- Incorporates Integrated Sustainable Design solutions into projects.

d | Education and Experience

- Bachelor's degree in architecture or equivalent in education or experience required.
- 2 plus years' design experience.
- Complete understanding of Vietnam Planning Codes as they vary from province to province.
- Ability to communicate in clear English with the overall team.

f | Other

- Travel may be required.
- Overtime may be required.

The job duties and requirements that this document describes may be altered or supplemented at any time. If necessary and will be mutually agreed by Director and staff team members.

This role is intentionally broad. We are less interested in finding someone who checks every box, and more interested in understanding how you think, how you take responsibility, and where you want to grow.

Many of our roles require the use of specific software. We prefer using Rhino as our primary platform but can be flexible during this initial time of set-up.