

02/18/2020

AndyMark, Inc.

Position: Mechanical Engineering Intern

Reports to: Director of Engineering

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: This college student intern will provide mechanical CAD design for specific products and parts. In addition he/she will assist with product assembly and debug, assist with product testing and create product documentation. There may be opportunities to work on special one-off projects, represent AndyMark at summer events, and collaborate with other departments. This position will work with AndyMark engineers and administration, and may require the student to work on various tasks daily.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Provides mechanical 3D CAD design for specific products and parts
- Assists with designing and building prototype products
- Assists with product testing and evaluation and the appropriate documentation
- Assembles products and parts
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Operates production equipment, as needed
- Assist AndyMark staff at *FIRST* and other off-season events
- Manages project information through software communication tools (Trello)
- Keep shop, office, and build area cleans and organized

Preferred Qualifications and Education:

- Must be current student enrolled in a bachelor's degree program working towards a degree in Engineering or Engineering Technology
- Must have at least two years' experience working on a *FIRST* Robotics team
- Must have CAD design experience (Solidworks preferred)
- Must have the ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Customer Service experience is desirable
- Mill, lathe and hand tool experience preferred

Work Environment: This position operates in a professional office/ lab environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and is

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required to use a lab facility for development and testing of products. The employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration. This position may require you to assist with competitions in the *FIRST* program.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and tasks.

While performing the duties of this job the employee is regularly required to sit, walk, stand, use hands to fingers, handle or feel, reach with hands and arms; and talk or hear. The employee will frequently lift or move objects up to 25 pounds and occasionally lift or move objects up to 125 pounds with assistance. Specific vision abilities required by this job include close vision, distant vision, color vision, and the ability to adjust vision.

Travel: There is no company traveling requirements for this position.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.