

02/18/2020

AndyMark, Inc.

Position: Electrical Engineering Intern

Reports to: Director of Engineering

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: The intern will provide electrical component testing, selection, and design. In addition he/she will assist with product assembly and debug, assist with product testing and create product documentation. This position will work with AndyMark engineers and administration, and may require the student to work independently on projects assigned to them.

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

- Assist with electrical design for specific product and parts
- Assists with designing and building prototype products
- Assists with product testing, debug and evaluation and the appropriate documentation
- Assembles products and parts
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Provides technical customer service through phone and email
- Assist AndyMark staff at *FIRST* and other off-season events
- Assist with order fulfillment duties, as needed
- Manages project information through software communication tools (Trello)
- Keep shop, lab and build area clean 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 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
- Electric component usage experience and familiarity required
- Taken at least one class in Circuits and/or Circuit Design

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Work Environment: Most work is performed in an office environment. Interns will occasionally go out to the warehouse and manufacturing area for parts, observations, and research. The Intern may be exposed to fumes or airborne particles, moving mechanical parts, and vibration.

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 intern is regularly required to sit, walk, stand, use hands to fingers, handle or feel, reach with hands and arms; and talk or hear. The intern will frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, and the ability to adjust vision.

Travel: This position has no company travel requirements.

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.