



## Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

**Department Name:** Additive Manufacturing/Ideation Station  
**Intern's Supervisor:** Alethea Ganaway  
**Timesheet Approver:** Alethea Ganaway  
**Assignment Location/Campus:** Manufacturing Technology Center, 2415 Woodland Ave., Cleveland, OH  
**Job Category (Select up to 2):** Engineering/Manufacturing Creative Arts  
**Number of Openings:** 2 **Work Schedule/Hours:** TBD  
**Internship Duration:** Other  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Department Description:** (e.g. mission statement, department responsibilities)

The Additive Manufacturing/Ideation Station is committed to serving the Tri-C community, K-12 students and the general public. Additive Manufacturing, also commonly known as 3D Printing, is a process that allows individuals to create physical 3D objects directly from a computer design. We have open lab hours daily. In addition, we offer classes, camps and workshops throughout the year, and complete projects for internal and external customers.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist customers in fab lab and 3d printing lab
- Support full-time staff with projects and camps as well as monitoring the fab lab during lab hours
- Clean labs
- Assist with creating and excuting projects
- Administrative duties as assigned

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Declared major in Engineering or Creative Arts
- 2D or 3D CAD experience
- Proficient in Microsoft Suite applications (Outlook and Word)
- Excellence customer service

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Completion of two semesters
- Proficient in Photoshop
- Proficient in 3D CAD software
- Experience with power tools