



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

Department Name: Engineering & Manufacturing Technology Center of Excellence
Intern's Supervisor: Vivian Garth
Timesheet Approver: George Bilokonsky
Assignment Location/Campus: Advanced Technology Training Center, 3409 Woodland Ave., Cleveland, OH
Job Category (Select up to 2): Customer Service/Office Administration Engineering/Manufacturing
Number of Openings: 2 **Work Schedule/Hours:** Monday - Thursday, 9 a.m. - 4 p.m. /Flexible
Internship Duration: Other
Internship Dates (Start/End): May 26, 2020 / July 3, 2020

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

Cuyahoga Community College offers a wide selection of programs to meet the educational and career goals of students who aspire to become an engineer. The College has a Pre-Engineering program allowing students to complete their general studies before they transfer to a specific university for a specific discipline of engineering. For those who enjoy working with their hands, Engineering Technology (ET) programs offer great career pathways to a variety of technician occupations. These ET programs are vocational focused and emphasize both lecture and lab aspects of the education. The relationship between an engineer and a technician is analogous to that of a doctor and a nurse. Engineers and technicians work in teams to create and manufacture “things” for the quality of life improvement.

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

- Assisting Engineering Technology faculty and staff with department related inquiries
- Support the department by contacting alumni, current students and industry employers to collect and sort data for student degree completion and accreditation requirements
- Engineering majors: will assist in preparing Mechanical or Electrical labs for fall term, and assemble electronic kits
- Participate in completion of a special project for the department

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

- Proficient with Microsoft Office Suite (Word, Email and internet applications)
- Strong oral and written communications skills
- Strong organizational and problem solving

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

- Engineering Technology, Mechanical, Manufacturing **or** Electrical, Business Administration/Management, Business Technology major
- Able to work within a group to complete a project
- Some knowledge of basic electrical concepts and components and/or soldering skills