**Employer:** **Location:**

**Position:** Engineering and Design Intern

**Salary:** $15 per hour

**Start Date:**

**Work hours:**

**Preferred Interest:** Engineering or Computer Programming

**Expectations:**

*Students will work in this internship to develop competencies and knowledge in the Engineering, Research, and Computer Programming* *industry to enable them to better discern a career in these occupational areas. Students will start by observing and learning and progress to executing tasks as directed by their supervisor. Students will be expected to meet the same criteria as full-time employees regarding a drug-free workplace, maintaining confidentiality, and meeting the requirements of their particular position in the hours employed. Employers will be expected to provide a safe work environment according to the Occupational Safety and Health Administration (OSHA) and comply with Federal and Ohio Minor Employment Laws if the student is under 18.*

**Responsibilities:**

* Assist with technical drawings and designs of prototype components.
* Assist with the fabrication prototype components.
* Assist with writing a standard operating procedure (SOP) for the end user that will be delivered alongside the final prototype.
* Assist in creating and modifying general computer applications or specialized programs.
* Assist in gathering user needs to develop software solutions and maintain those programs.
* Assist in maintaining software applications or websites using core coding languages and tools.
* Assist in coordinating with developers to identify the goals, limits, required capabilities, performance requirements, and users for a given project.
* Assist in modifying existing software to correct errors, adapt it to new hardware, or improve its performance.
* Work with others to complete work, hit milestones or targets, and resolve conflicts.

**Desired Skills:**

* Ability to communicate clearly and effectively, both verbally and in writing.
* Understanding of computer programming
* Self-starter to ensure continued engagement through the end of the program.
* Interest in learning and exploring engineering and electronics.
* Pursuing an education in Engineering, IT, Computer Science, Manufacturing, or relevant field.
* PC support and basic networking knowledge.
* A service-oriented learner with a technical mindset.
* Working proficiency in Microsoft Word and Excel and experience communicating through email.

**Educational Goals:**

* Exposure to Engineering, Electronics, and Computer career fields.
* Learn components of commonly used computer hardware and software.
* Learn prototyping best practices.
* Diagnose customer problems and provide troubleshooting and issue resolution support.
* Become familiar with SOP.
* Gain knowledge of engineering concepts and career fields.
* Develop active listening, service orientation, critical thinking, judgment, and decision-making skills.