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

**Position:** Assistant Electronic Circuit Builder

**Availability:**

**Salary:**

**Career Interest:**  Electronics / Manufacturing / Engineering

**Expectations:** *Students will work in this internship to develop competencies and knowledge in electronics and manufacturing to enable them to better discern a career in this occupational area. 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. In addition, the employer 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:**

* Responsibilities will be limited until the intern is properly trained and is 18-years old to comply with OSHA.
* Assist in manufacturing electronic circuit cards used in communication equipment
* Assist in operating the curing oven

• Assist in masking, applying the tape, masking compound and preforms to the circuit card

• Assist in staking epoxy to specific electronic components

• Assist in coating by spraying conformal coating onto the circuit card assemblies as required

• Unmask by removing masking materials from circuit card assemblies

• Assist with touch-up conformal coating on circuit card assemblies

• Use small hand tools such as tweezers, exacto-knives, and pliers to make adjustments to the cards

* Assist in soldering various electronic components, wires and other electronic parts to designated locations on printed circuit boards to IPC regulations
* Assist in assembling microcircuits requiring fine hand assembly with the use of microscopes
* Assist in incorporating an engineering change to new and existing products at board levee.
* Record activity in a database
* Assist in reviewing Enterprise Resource Planning (ERP) for proper configuration control specifications
* Assist in maintaining safe operations by adhering to safety procedures and regulations
* Assist in maintaining equipment by completing preventive maintenance requirements, following manufacturer’s instructions, troubleshooting malfunctions, calling for repairs
* Take an active interest in learning the job by participating in educational opportunities and learning from peers

**Desired Skills:**

* Basic mechanical skills
* Basic computer skills
* High level of attention to detail
* Ability to learn to read blueprints
* Ability to interface effectively with internal customers
* Ability to work closely with all levels of the organization
* Ability to develop, prioritize and accomplish goals
* Self-motivated and eager to learn
* Must work collaboratively in a team environment with a spirit of cooperation
* Respectfully takes direction and adheres to feedback from management
* Maintains punctual, regular, and predictable attendance in accordance with project and company work hours