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

**Position:** Electronic Technician Intern

**Availability:**  Up to Full-time during summer and reduced hours to fit school schedule

**Salary:**

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

**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:**

* Set up and performed technical electronic test functions using written procedures and instructions.
* Use schematics, PCB/PWB layouts, mechanical drawings, and work instructions.
* Technicians will use oscilloscopes, digital multi-meters, network analyzers, spectrum analyzers, and automated tests sets.
* Responsibilities will be limited until the intern is properly trained with OSHA.
* Use a computer to enter product details and pictures into user-friendly software.
* Perform product handling in a warehouse environment.
* Clean, photograph, test, and ship products.
* Assist in troubleshooting, repairing, and testing electronic circuit cards.

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

* Assist in soldering various electronic components, wires and other electronic parts.
* Assist in assembling microcircuits requiring fine hand assembly with the use of microscopes.
* 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, and troubleshooting malfunctions.
* Take an active interest in learning the job by participating in educational opportunities and learning from peers.
* Maintain safe operations by adhering to safety procedures and regulations.

**Desired Skills:**

* Demonstrates attention of detail
* Basic mechanical skills
* Basic computer skills
* High level of attention to detail
* Ability to learn to read blueprints
* Ability to interface effectively with 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

**Physical Demands/Work Environment:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Stand, walk, and sit throughout the shift
* The employee must occasionally lift and /or move up to 40 pounds

* Exposure to moving mechanical parts, and low-voltage electrical circuits
* Occasionally exposed to wet and/or humid conditions and moving mechanical parts
* Required to wear appropriate personal protective equipment when in restricted areas
* Provide references, if requested