

January 2, 2019

AndyMark, Inc.

Position: Electrical Engineering Intern

Reports To: Staff Engineer

Job Summary and Key Objectives: This college student intern will provide electrical component testing, selection, and design. In addition he/she will assist with product assembly and debug, assist with product testing and create product documentation. This position will work with AndyMark engineers and administration, and may require the student to work independently on projects assigned to them.

Key Responsibilities and Tasks:

- Assist with electrical design for specific product and parts
- Assists with designing and building prototype products
- Assists with product testing, debug and evaluation and the appropriate documentation
- Assembles products and parts
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Provides technical customer service through phone and email
- Assist AndyMark staff at *FIRST* and other off-season events
- Assist with order fulfillment duties, as needed
- Manages project information through software communication tools (Trello)
- Keep shop, lab and build area clean and organized

Preferred Qualifications and Education:

- Must be current student enrolled in a bachelor's degree program working towards a degree in Engineering or Engineering Technology
- Must have at least two years experience working on a *FIRST* Robotics team
- Must have the ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Customer Service experience is desirable
- Electric component usage experience and familiarity required
- Taken at least one class in Circuits and/or Circuit Design

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.