

January 2, 2019

AndyMark, Inc.

Position: Mechanical Engineering Intern

Reports To: Mechanical Engineering Manager

Job Summary and Key Objectives: This college student intern will provide mechanical CAD design for specific products and parts. 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 on various tasks daily.

Key Responsibilities and Tasks:

- Provides mechanical 3D CAD design for specific products and parts
- Assists with designing and building prototype products
- Assists with product testing and evaluation and the appropriate documentation
- Assembles products and parts
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Operates production equipment, as needed
- Assist AndyMark staff at *FIRST* and other off-season events
- Manages project information through software communication tools (Trello)
- Keep shop 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 CAD design experience (Solidworks preferred)
- 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
- Mill, lathe and hand tool experience preferred

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