



## Continuous Improvement/Engineering Intern – 1<sup>st</sup>/2<sup>nd</sup> year

**Date:** October 7, 2017

**Job Family:**

Technical/Production

**Department:** Engineering

**Job Group:** Technical

**Reports to:** Manufacturing Fellow

**OT Status:** Non-Exempt

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### Job Summary

The CI/Engineer Intern works in numerous areas and participates in various manufacturing engineering assignments under the guidance of experienced engineers. Observes and /or performs hands on work based on mentor's comfort level of intern's comprehension of safety, quality, and demonstrated good work ethics to perform tasks.

### Essential Functions

*The primary duties and responsibilities of the CI/Engineering Intern consist of but are not limited to:*

- Actively assists/participates in projects
- Provides assistance to departmental teams across the company, working closely with Engineers
- Assists with assembly, inspection, blasting, finishing and machining operations (which may include production work)
- Observes/participates in meetings on the development of machining processes
- Observes and may participate in customer and vendor interaction
- Assists in the design of manufacturing processes
- Assists in design/designs fixturing to facilitate machining, inspection, finishing and/or assembly operations
- Assists in the collaboration with engineering to modify processes by which products/deliverables are manufactured or assembled
- Troubleshoots problems with production and engineering; assists in taking corrective action where needed
- Troubleshoots and maintains operational software
- Works with data collection software; data entry and updating of information
- Observes/analyzes and makes recommendations regarding proposed designs to assure that products can be produced in conformance with specifications and customer requirements
- Ad hoc requests where needed; maintenance work, runner/gofer, provide assistance

### Qualifications

- Minimum Requirements – High school diploma or equivalent
- Working toward a Bachelors Degree in Engineering or related Science and Technical degrees (entering junior or senior year with 60 credits completed)
- In good academic standing (2.50+ GPA)
- Previous coop/intern engineering assignments a plus
- Drafting & CAD (CREO) modeling experience preferred
- Experience with g-code programming a plus

- Knowledge of inspection equipment (metrology) a plus

#### Competencies

- Strong problem solving skills
- Able to work on multiple projects while maintaining a high level of detail and accuracy
- Plans, prioritizes, and organizes work effectively
- Self-motivated
- Meets deadlines with minimal supervision
- Ability to react quickly to changing requirements and new processing developments and techniques
- Excellent communication skills (oral and written); ability to speak effectively with co-workers, vendors and customers
- Proficient in using Microsoft Office applications
- Strong mechanical aptitude
- Ability to read and interpret documents; reports, engineering drawings, operation and maintenance instructions, user manuals
- Ability to write clear and concise sections of technical documents and correspondence
- Ability to research as required to make sound engineering/business decisions.

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