Younicos
Let the fossils rest in peace.

JOB DESCRIPTION

BUSINESS TITLE	Intern, Industrial Engineer (Undergraduate)
LEVEL/BAND*	Nonexempt
BUSINESS UNIT / FUNCTION / LOCATION	Operations, Industrial Engineering, Austin M-F, working times flexible, minimum 20hrs/week
SUPERVISE DIRECT REPORTS	No direct reports
OBJECTIVES/ PURPOSE OF JOB	Support Industrial Engineering efforts in operations group to decrease time-to-market, value/cost engineering of product and projects, and continuous improvement efforts across organization. This specific position will have a heavy focus on process development and documentation.

KEY ACTIVITIES/ RESPONSIBILITIES	This position will work cross-functionally with all units of the business to benchmark and baseline current process times, costs associated with launching of Younicos product, and areas for improvement both within the operations group and across other functions of the organization. This individual should have the following abilities:
	• Proficiency in all Windows Office software products:
	  ○ Outlook, Word, Excel, PowerPoint, Visio (all required)
	• Working knowledge of CAD software
	  ○ AutoCAD (required), SolidWorks (preferred)
	• Ability to prioritize tasks
	• Ability to use skillset and resources learned in school and apply to real-world scenarios in a business environment.
	  ○ For example, this individual may not have experience mapping processes specifically, but using their IE background, would have the ability to ask the right questions, document their learnings, create a Visio flowchart of the process and identify areas for improvement.
	  ○ For example, if asked to analyze the cost of a particular product, this individual would be expected to gather the data from the proper resources, create an Excel spreadsheet, and analyze the cost drivers through paredo analysis, % of project cost, etc.
	• Ability to function as a professional in a working environment. Proper email etiquette, dress and personal interactions is expected

SCOPE OF POSITION (e.g. budget responsibility, size of team, regulations for substitution)	Responsibility of deliverables as required per internal project requirements

KEY RELATIONSHIPS *(e.g. internal customers/business partners, external customers/partners)*	Technical team consisting of facilities techs, field techs, electricians, contractors Internal customers including operations group, project engineering, software engineering, project management, quality, shipping & logistics This position reports directly to the Lead Operations Engineer
QUALIFICATIONS/ TRAINING *(e.g. professional qualifications, on-the-job training, education)*	Must be in the process of obtaining a B.S. I. E degree, preferably junior level or above Proper safety training will be provided by company Previous internship experience a plus Experience in a professional environment a plus See software requirements in Key Activities/Responsibilities Section
KNOWLEDGE / EXPERIENCE REQUIREMENTS	A sense of safety is a must, this position is held at a world class testing facility capable of 18MegaWatt nameplate capacity, safety is our highest priority Some knowledge of AC/DC electrical systems a plus Experience with AC or DC electricity a plus

- With this job description your objectives/purpose of the job, key activities/responsibilities, scope of the position, key relationships, qualifications/training and experience are established definitely.
- Within this frame you should act and decide independently.
- We would ask you to inform your manager if your job reveals substantial deviations from this description.

Prepared by: [Name, Title] Cody Guidry, Operations Engineer	Signature: Cody Guidry *Cody Guidry*	Date: 07/27/2017
Approved by: [Name, Title of employee] Cody Guidry, Operations Engineer	Signature: Cody Guidry *Cody Guidry*	Date 07/27/2017

cc:
- Manager
- Position holder

Original: Personnel File