



Job Description

JOB TITLE: Engineering / Design Intern DATE: May 2011
DEPARTMENT Product Development FLSA STATUS: Non-exempt
SUPERVISOR VP Product Development

JOB SUMMARY:

The Engineering / Design Intern is a seasonal position providing assistance to the VP of Product Development and Senior Product Designer with concept creation, and project management. This intern position will gain extensive experience in product development life cycles: concept development and prototype construction. This position may be required to perform additional and/or different responsibilities from those set forth below.

The job functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follow tasks on a daily basis and participate as an active part of the design team
- Assists in 3D CAD modeling and design work
- Participate on cost reduction projects
- Participate in broad and varied assignments requiring originality, ingenuity, creativity and logistical problem solving.
- Assess product in development finding cost efficiencies through investigation of vendors, materials and processes.
- Interpret extensive variety of technical instructions and deal with several abstract and concrete variables.
- Assists to create engineering prototypes and presentation models
- Participates in conceptual and detailed design work
- Participate towards general office tasks and self-management of duties
- Establishes attainable deadlines with supervisor that must be met.

ADDITIONAL RESPONSIBILITIES:

- Excellent written and verbal skills.
- Self-motivated and results oriented

- Strong presentation skills
- Problem solving and troubleshooting capabilities, execution skills.
- Ability to work effectively in a team environment.
- In depth analytical skills.
- Strong detail organization.
- Process and procedure oriented
- Perform other duties that may be assigned

QUALIFICATIONS:

- Must be a full time student enrolled in an accredited undergraduate program majoring in Industrial Design, Engineering or similar programs
- Experience in Solid Works, Adobe Photoshop, Illustrator, and MS Office applications

LANGUAGE SKILLS:

- Ability to communicate effectively, including interpersonal and verbal phone dialogue with all levels of people.
- Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to communicate effectively with all levels of people.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to calculate figures and amounts such as ratios, proportions and percentages.
- Ability to apply concepts of basic statistical analysis.

REASONING ABILITY:

- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for the company.
- Ability to interpret an extensive variety of sales data across multiple product lines and customers.

OTHER QUALIFICATIONS:

- Ability to demonstrate positive, confident, enthusiastic and energetic behaviors
- Ability to prioritize according to deadlines.
- Working knowledge of customary business practices.
- Working knowledge of computer software including MS Office and Internet

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit. The employee is frequently required to talk and hear; use hand to finger; handle or touch objects, tools, or controls. Occasionally the employee is required to stand, walk, bend over, crouch, kneel, reach above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present at the work site to effectively perform this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee has limited exposure to moving mechanical parts. The noise level in the work environment is usually moderate.