# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Engineering Intern</th>
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<tbody>
<tr>
<td>Department:</td>
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<td>Incumbents:</td>
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<td>Reports To:</td>
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<td>Supervisor:</td>
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<tr>
<td>Div./Group:</td>
<td>Solvay - Winona, MN</td>
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<td>Date Approved:</td>
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Incumbent

Departmental Approval

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<th>Date</th>
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## KEY RESPONSIBILITIES:
The Intern will be responsible for:

- Assisting engineers in investigating production issues.
- Assisting engineers in the updating of bills of materials.
- Retrieval and filing of production packets and certification records.
- Assisting engineers with procedures and trouble shooting of test lab equipment (mechanical, analytical, and thermal).
- Test data population and analysis.
- Verifying LIMS test methods and manage loading into LIMS system.
- Generating plant quality and safety alerts.
- Working with engineers to update machine work instructions.
- Assisting with managing non-conforming material and working with planning/purchasing to scrap material.
- Projects as directed by PAL, Engineering Manager, and engineers.

## KEY X'S (Must Have):
Which key success attributes must the candidate possess to be successful? e.g., behavioral skills, Solvay values and competencies.

- Safety- first mentality
- Self-starter, must work well as support group leader in cross functional group
- Good communication skills, including oral, written and computer generated reports
- Computer literate. Must demonstrate ability to retrieve, manipulate and report data in applicable software systems
- Troubleshooting. Must be able to trouble shoot mechanical and analytical equipment as well as software systems.
- Ability to follow, without deviation, written and oral instructions
- Ability to perform all aspects of the job with the highest degree of accuracy
- Must be self-driven, motivated
- Must be able to perform several tasks at once
- Must show the ability to learn and grow with the position
Must be able to make decisions/solve problems based upon knowledge gained through past experience
Critical Thinking. Must be able to logically analyze test results and check for errors.

**EDUCATION “REQUIRED” (Must Have):**
High School Degree or Equivalent. Must be admitted into the Engineering Program

**EDUCATION “PREFERRED” (Additional):**
What are the specific areas or elements of education that apply toward accomplishing the job responsibilities and why do you PREFER that level of education?
Classroom education in chemistry, composites and/or materials science is a plus.

**KEY MEASUREMENTS FOR THIS POSITION:**
- Relationships built with site personnel.
- Understanding of products and capabilities.
- Support of new product introductions as needed with targeted customers and others as needed.
- Support of Site’s vision and mission.
- Supports Site’s safety policies and practices.

**SHORT-TERM CHALLENGES FACING THIS POSITION (first 60 days):**
- Understanding the product portfolio, quality and business systems.
- Developing an understanding of the multiple activities at various customers and programs and their needs from products.
- Meeting and developing working relationships with key customer and personnel.
- Provide immediate support as needed for quality initiatives, potential material qualifications, and other new product introductions.

**PROFESSIONAL GROWTH POTENTIAL/CAREER PATH**
This is a temporary position with full time hours during the summer and a target of 15-20 hours during the school year. We are flexible with class schedule.

**HOW MUCH TRAVEL IS EXPECTED? 0-5%**

If interested, please forward cover letter and resume to:

*Carol Kramer*
*Human Resources Manager*
*Cytec Aerospace Materials*
*Carol.Kramer@cytec.com*