Student Intern
Summer, 2015 (April/May-September)

DEPARTMENT: 
FSLA STATUS: Hourly
GRADE LEVEL: 
JOB STATUS: Part Time (Up to 40 hours/week) – Coinciding To School Schedule
EEO-1 CENSUS CODE: 

GENERAL DESCRIPTION OF POSITION
Perform supporting work tasks in Electrical Engineering, as a member of an electronic product development team. The tasks will range from electronic technician support duties to engineering support duties. Performs work tasks which administratively assist a specific department in which assigned. Tasks may also include clerical, analytical, or functional duties as required. Works under close supervision and relies on instructions and pre-established guidelines to perform the functions of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Perform Electronic Technician duties with supervision and guidance of team members.
• Assist in engineering project work at level based on classes taken to date, and additional training provided by team members.
• Perform product testing of existing electronic products based on written test procedures, compiling the results into test reports.
• Build and test electronic circuitry. Testing will include using various multi-meters, oscilloscopes and spectrum analyzers with the assistance of team members.
• May also include product software testing, depending upon student’s prior classwork. This may include Labview, or, C programming languages, as example.
• Performs a variety of administrative functions.
• Apply learned knowledge to real-life business situations.
• Utilize applicable computer systems/programs to perform assigned duties.
• Interact with applicable areas of Franklin Electric to better understand the business.
• Performs other duties and projects as assigned.

SUPERVISORY RESPONSIBILITIES
• None.

POSITION QUALIFICATIONS
Skills and Abilities
• Effectively communicates information and responds to questions in person-to-person and small group situations with other employees of the organization.
• Should possess outstanding interpersonal skills, excellent written and oral communication skills
• Completes some moderately repetitive tasks.
• Uses noncomplex machines and equipment (adding machines, calculators, copy/fax machines, etc.).

Education and Experience
• Equivalent of four years of high school (required).
• Sophomore or Junior year in the Electrical Engineering field of study, or, first year, graduate student.
• Minimum GPA 3.0, out of 4.0
• Currently enrolled in an accredited post-secondary institute seeking a minimum, a 4 year degree (required).

Computer Skills
• Basic: Word processing/typing, spreadsheets, database, and electronic mail.

Certificates and Licenses
• None

PHYSICAL ACTIVITIES
• While performing the functions of this job, the employee is:
  o Continually required to stand and walk.
  o Regularly required to reach with hands to finger, handle, or feel; kneel and crouch; and talk or hear.
  o Occasionally required to sit.
• The employee must occasionally lift and/or move up to 50 pounds.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and an ability to adjust focus.

The company will make reasonable accommodations to enable individuals with disabilities to perform the essential functions and expectations.

ENVIRONMENTAL CONDITIONS
• This position is not subjected to harmful environmental conditions.
• The noise level in the work environment is usually moderate.

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Franklin Electric has reviewed this job description to ensure that it includes the role’s essential functions and basic duties. The job description is intended to provide guidelines for job expectations and the employee’s ability to perform the work described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Supervisors may assign additional functions and requirements as appropriate. This document does not represent a contract of employment, and Franklin Electric reserves the right to change this job description and/or assign tasks for the employee to perform as the company deems appropriate.