

Internship: Lead a project focused on outreach to precision manufacturing sector and developing best practices.

Company: Minnesota Technical Assistance Program, Minneapolis, MN

The Minnesota Technical Assistance Program (MnTAP) is seeking a junior or senior college student to lead a project focused on informational interviews with businesses in the precision manufacturing sector, analyzing survey data, and write white papers that summarize best practices to be published on the MnTAP website and shared broadly. The intern will report to MnTAP project staff.

JOB DUTIES:

As part of this project, you will be asked to complete the following tasks:

1. Conduct informational interviews with vendors and businesses in the precision manufacturing sector.
2. Continue to be a point person for all interview contacts. This will include follow-up on previous contact and reaching out with further data requests.
3. Develop an expertise in pollution prevention strategies for the precision metal manufacturing industry that include: precision cleaning, less hazardous alternatives, best process management practices.
4. Establish a data tracking system and database to organize the information received from the informational interviews
5. Perform analysis on informational interviews and summarize findings in a white paper that outlines opportunities and challenges for material optimization, less hazardous alternatives, commonly found barriers, and process improvement options.
6. Summarize findings in a detailed report, including recommended procedures and vendor proposals along with an economic analysis and justification of changes.
7. Present findings to the company and at MnTAP-hosted public presentation events.

As an intern, you will work at the company and report back to MnTAP. The position is full time, 40 hours per week, for three months to start after the conclusion of spring semester or quarter. Pay is \$15/hour, with a lump sum stipend of \$1,000 upon completion of the project deliverables: a final report and presentations. Cumulatively, this equates to \$17.00/hour when averaged over the project. Candidates must pass a background check.

QUALIFICATIONS:

- Cumulative GPA of at least 3.0
- Good oral & written communication skills
- A technical academic background
- Troubleshooting skills
- Self-motivated
- Excel and other software skills
- Appropriate majors: *Engineering, environmental or physical sciences and others as applicable*

TO APPLY:

Apply online at:

www.mntap.umn.edu/intern/student_apply.htm

Remember to submit your application form, cover letter, resume, and unofficial transcript.

Applications can be addressed to:

Matt Domski, Intern Program Manager

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MNTAP IS THE HIRING BODY: DO NOT CONTACT THE COMPANY