

JOB SPECIFICATION

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| Date: 29 Oct 2015 | Job Title:R&D Intern |
| LOB/Function/Market:Aerospace | Reports To (Name & Title): David Stein, Director, Aerospace R&D |
| Position Location:New Port Richey, FL | Cost Center #: 045375 |
| New Headcount or Replacement: NewIf Replacement, Incumbent Name: | Manager or Individual Contributor: Individual ContributorIf Manager, # of Direct Reports:  |
| SIP: Yes or No (if applicable) NoCommission Plan: NoPay Mix: If Yes, please (X) the following platform role provided: | Proposed Compensation (Include base, type of bonus, bonus % split, LTI’s, etc.): |
| 2nd Line Sales Manager [ ] Applications Engineer [ ] Business Developer [ ] Geographic Sales Manager [ ] Inside Sales Representative [ ] Large Account Manager, Commodity Markets [ ] Large Account Manager, Technical Markets [ ]  | Market Sales Manager [ ] Mini Market/Application Specialist [ ] Strategic/Key Account Manager [ ] System/Equipment Sales Specialist [ ] Territory Representative – Commodity Markets [ ] Territory Representative – Technical Markets [ ] Territory Representative – Telesales [ ]  |
| Position Objective (Briefly state what the main purpose of what this position is responsible for). |
| * This full-year intern will support ongoing R&D projects. He/she will primarily work in our labs under the direction of our R&D staff
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| Essential Job Functions: (Describe the primary tasks, duties and responsibilities associated with the position and actions that are required to perform in the role, be as detailed as possible. Is domestic/global travel required?) **Please make sure you indicate the % of time spent on each activity – needed for pricing the position.** |
| * Design, run, and analyze the results from R&D project experiments (75%)
* General R&D project support (25%)
* No travel expected
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| Minimum Qualifications: (List the minimum qualifications and experience this position requires. Only list those areas that are essential to this position. Be as specific as possible, i.e. Bachelor’s degree in Chemical Engineering, 5 – 7 years relevant work experience). |
| * We are looking for an energetic individual that is currently an engineering or science student working a Bachelor’s degree to join us for a part- or full-time internship to support R&D of novel air and liquid filtration media and devices. In addition to performing highly in an accredited engineering or science degree program, specific requirements include:
* excellent oral and written communication skills, including the ability to present ideas, project status, and conclusions to individuals at all levels of the enterprise;
* demonstrated hands-on laboratory (or similar) experience;
* ability to have flexible work hours when needed due to equipment availability or experiment length; and
* excellent skills with MS Office products.
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| Position Competencies (include behavioral characteristics and leadership capabilities) |
| * Energetic, can-do attitude
* Able to “work through others” to accomplish his/her project goals (e.g. work with the draftsmen to layout a part design and work with production to have the part built)
* Able to work flexible work hours to balance school and work responsibilities
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| Other Requirements (include culture, fit and values) |
| * We expect at least 24 hours/week at work, most of which will be between the hours of 7 AM and 6 PM.
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| Does this position deal with restricted technology? Yes [ ]  No [ ]  |
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| Manager:David Stein | Signature/Date:21 January 2015 |
| HR Manager: | Signature/Date: |
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| Incumbent Employee: | Signature/Date: |

**FOR HR Use Only:**

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| Salary Band: |  |
| Position Code: |  |
| Position Number: |  |
| Employee Type: | Choose an item. |
| FLSA Status (US Only): | Choose an item. |
| OPD # (if available): |  |