

Scott Genereaux

From: Scott Genereaux
Sent: Monday, January 29, 2018 3:30 PM
To: Ernie Aughenbaugh
Subject: IT Intern - Program Summary
Attachments: IT_Intern_PC_Technician_JD.DOCX

Ernie,

You have the Job Description, but I added it to this email so everything is in one place.

A summary of the MMI IT Intern Program is as follows:

The MMI IT Intern is a continues, year round, part-time hourly position. The position is expected to work between 16 to 30 hours per week, depending on projects and tasks. Actual start and end times can vary at the discretion of the IT Director to accommodate a particular candidate. MMI operates in a 24 x 7 environment, so some weekend and evening hours will be expected. Hourly rate will be agreed upon between MMI and selected Education Institution (University or College).

The duties of this position are detailed in the attached Job Description. In summary, this position is part of the IT Department and helps ensure that all MMI employees have proper access to the MMI Network and MMI Applications needed to perform their job functions. The IT Intern will be involved with regular daily tasks (example: check and verify all RT Stations on the Manufacturing Floor are working as expected), configuration and setup of new employee computers, light network administration (example: Active Directory Setup and Group Permissions), and to update/maintain IT work instructions and procedures.

We call this a "program" because MMI desires to partner with a local Education Institution. This institution will be response to work with MMI to provide IT Intern candidates from their current and/or past student base, that are looking to gain hands on experience. Each Intern will have a scheduled start and end date agreed upon between MMI and the institution. Before the end date of the IT Intern, the institution will be responsible to provide a few possible new IT Intern candidates to allow MMI time to review and select the next Intern. The hire date of the next IT Intern will overlap with the current IT Intern by at least one work week. This will allow the current IT Intern time to train the new IT Intern on MMI procedures and tasks. In this manner, the IT Intern "program" becomes a continues part-time employment opportunity that allows MMI to provide IT support without lapse of coverage. This "program" creates a Win / Win situation for both companies.

Note (January 2018): This is a new program desired by MMI and as such will be considered a trial for the first year to determine success. The MMI IT Department does not currently have a great deal of work instruction and procedures formally documented. The expectation is that the first few IT Intern's will be responsible to document their work (in ITAF work instruction format) which will become the basis to training future Interns and over time create a library of work instructions.

Let me know if you have any questions.

Thanks,

Scott A. Genereaux
Director of Information Technology