

Souder, Miller & Associates
Job Description

Job Title: **Technical Intern I**

SUMMARY:

Under the supervision of the Department Manager, the Technical Intern I will be responsible for minor department specific tasks as directed by department management and provide support in order to complete assigned projects.

QUALIFICATIONS:

- High School Diploma or GED.
- Must be able to pass a Drug and Alcohol test and have an acceptable Motor Vehicle record in order to drive a company vehicle.

CORE COMPETENCIES:

- Mathematical skills:
 - Must be proficient in algebra, geometry and have suitable experience in calculus, differential equations, and linear algebra.
 - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning abilities:
 - Ability to define problems, collect data, establish facts and draw valid conclusions.
 - Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must have excellent verbal and written communication and interpersonal skills.
- Professional appearance and demeanor.
- Must be proficient with MS Office Suite.
- Excellent organizational skills.
- Skills in database management and recordkeeping.
- Able to exhibit high level of confidentiality.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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RESPONSIBILITIES:

- Fulfill tasks as instructed by your manager.
- Attend meetings, conferences, and trainings. Take meeting minutes and notes to provide to your teammates.
- Perform research as instructed by your manager.
- Answer phone inquiries and provide information to clients as requested.
- Assist with writing proposals.
- Clerical duties to include scanning, filing, documentation, data entry.
- Run general department related errands.
- Manage databases and prepare reports.
- Provide support for specified department.
- Work with team leads to operate within standard procedures and protocols for day to day activities to promote consistency and accuracy.
- Work with Team Leads to develop and maintain QC checklists and procedures for deliverables and ensure that these are being implemented effectively.
- Maintain regular communication with Team Leads to promote consistency between projects and offices.
- Perform Other Duties as required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

DIRECT REPORTS:

- No direct reports will be assigned.