**Logo, company name

Description automatically generated**

**Corporate Internship Program**

Student Intern Job Description

*Program Background*

In 2019, Hatzel & Buehler, Inc., Bluestone Communications, and Blue Sky Controls developed an internship program to expose high school and college students to multiple career opportunities in the electrical construction industry. Since implementation, students have excelled in professional development, socialization, and team-building experiences. Students who completed the Corporate Internship Program have been accepted into local IBEW (International Brotherhood of Electrical Workers) apprenticeship training programs, 2-4-year college-level construction management programs as well as secured full-time employment.

*Overview*

Position: Full-time Student Intern (summer months)

Location: Hatzel & Buehler Branch Office, 340 Madison Ave, Ste 2200D, New York, NY 10173

Pay: $15.00 per hour

How to Apply: Email resumes to c.salerno@hatzelandbuehler.com

*Job Description*

Student interns will explore careers in a variety of fields, as well as gain valuable, direct experience from an industry professional in a safe, working environment. Student interns will work in the following fields of study which can be adjusted depending on student interest and/or business needs:

Accounting

Assist the financial department with a wide range of duties including accounts payable,

accounts receivable, financial reports, audits, and data entry.

Estimating/Project Management

Work closely with industry professionals from bid beginning to end to produce comprehensive estimates; in addition to plan, monitor and execute the completion of a construction project.

Safety

Assist the safety department in determining and prioritizing the safety and health

issues that impact company employees. Participate in job site walks, safety meetings,

leading indicator tracking, and implementation of the safety program.

Warehouse/Prefabrication

Assist with a wide variety of tasks including ordering, receiving, and preparing

materials for job sites. Work with our prefabrication teams to prepare materials

and learn about electrical and telecommunications construction in a controlled,

safe environment.

Virtual Design and Construction (VDC)/ Building Information Modeling (BIM)

Learn the exciting new technologies within the construction industry to create and

design project drawings and models. Work with operations and prefabrication teams

to integrate models in job site preproduction planning.

*Skills*

No experience is required. Student interns should present themselves in a professional manner, be well organized, take direction, and have the ability to perform tasks independently.

*Work Conditions*

Work will mostly be indoors and may require standing at times. On days where work is outdoors, i.e. jobsite walks, safety gear and equipment are provided. However, student interns will be required to have their own work boots. Safety procedures are strictly enforced.

*Dress*

Student interns are expected to arrive to work in business casual attire. T-shirts, jeans, slides, and open-toe shoes are not permitted. During job site walks, student interns are allowed to wear jeans (no holes or cut-offs) and t-shirts (no graphic tees) and will be required to wear work boots.

*Hours*

Student interns will directly report to the Branch Intern Supervisor at the office. Student interns will be responsible for coordinating their work schedule, as well as any schedule changes and time off requests with the Branch Intern Supervisor.

*Pay*

Student interns will be paid $15.00 per hour/weekly.

*Transportation*

Student interns are required to have reliable transportation to get to and from the office on their own. Transportation will be provided for visits to company offices and job site walks.