

GRICUA JOB DESCRIPTION



Summer College Student Intern

Department: Based on college student's interest

Reports to: Department Manager

Eligible for Overtime: Yes

Work Schedule: Monday – Friday 7:00 a.m. to 4:00 p.m.

Position Summary: Student will learn about the tasks and responsibilities from employees at GRICUA based on their field of study. Activities will be focused upon providing meaningful experiences to demonstrate the workings of an electric utility.

Essential Duties and Responsibilities:

- Job shadow the employee in the department that is chosen for the internship and learn about the day to day tasks that impact the utility industry.
- Assist with filing.
- Observe and learn from activities in the department.
- Provide current, appropriate and accurate information to requestors in a timely, courteous manner.
- Create a PowerPoint presentation depicting the experiences during the internship and presenting to Management Staff, GRICUA Board of Directors and other GRIC officials.

Knowledge, Abilities, Skills for Success:

- Basic computer skills, such as data entry, word processing, PowerPoint and spreadsheets.
- Basic math skills.
- Good communication skills.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to be on time for work each day with no unexcused absences.

Qualifications (Minimum Education/Experience/Skills/Knowledge):

- Minimum 16 years of age
- Member of Gila River Indian Community

Types of People Contact: Interfaces with senior management, office staff, and field personnel on a variety of topics.

Mental and Physical Demands: Work will be performed in the warehouse, business office and various off site locations. Work may include, but is not limited to, some lifting, working on ladders. Duties require working along and with others. Engages in normal level of conversation on the phone and in-person with occasional noise in warehouse.

Work Environment: Inside and outside often in inclement weather (extreme heat, storms, & occasional cool temperatures).