



High School Intern Program 2022-2023 School Year

JOB DESCRIPTION

JOB TITLE: Medtronic Danvers High School Intern

BUSINESS TITLE: Engineering High School Intern

BUSINESS UNIT: CRDN

Date last Updated: 01 APR 2022

PURPOSE:

The #ExploreEngineeringAtMedtronic program aims to introduce female high school students to the exciting possibility of careers in Engineering. The program is a combination of classroom and hands-on exposure to the field of engineering in a medical device manufacturing environment. #ExploreEngineeringAtMedtronic program will combine an introduction to scientific thinking, professional, and personal skills development.

POSITION DESCRIPTION:

High School Engineering Interns are fully immersed on a project team, starting with analysis of a project through problem solving and ultimately discovering creative & practical solutions. The paid internship will culminate with a presentation to Medtronic leaders, mentors, and peers incorporating key learnings. This program is an in-person program at our Medtronic Danvers Massachusetts facility.

POSITION RESPONSIBILITIES:

- Assist in the development and optimization of Work Design, Manufacturing Layout and Product Flow. Define and generate all required documentation in support of manufacturing protocols, reports, manufacturing instruction and procedures.
- With supervisory guidance, utilize problem solving methods to identify, evaluate and implement opportunities for improvement in manufacturing processes.
- Utilize basic statistical methods to support engineering testing
- In partnership with Finance, perform cost analysis of manufacturing changes.

BASIC QUALIFICATIONS:

EDUCATION REQUIRED: (No equivalencies)

- Must be 16 years or older
- Must be a senior in high school during program

- Good academic standing with a 3.0 GPA or higher
- Has exemplified exceptional personal conduct as verified by school or community partner contact
- Has exceptional attendance listed on report card and no history of truancy
- Should have interest in bio-sciences, engineering, technology and medical device fields

YEARS OF EXPERIENCE: N/A.

SPECIALIZED KNOWLEDGE REQUIRED:

- Possess excellent interpersonal, computer and communication skills (written and verbal)
- Dependable, self-starter and enthusiastic
- Problem solver
- Working knowledge of various software such as: (Windows, Word, Excel, Email, Internet)

PHYSICAL JOB REQUIREMENTS:

- Work 3 hours per week during school hours – Every Friday 12pm-3pm.
- Have transportation to and from Medtronic facility
- The physical demands described within the Responsibilities section of this job description 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 regularly required to be independently mobile. The employee is also required to interact with a computer, and communicate with peers and co-workers

TO APPLY:

- E-mail resume and application to: stephanie.a.francois@medtronic.com by: April 22, 2022