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Employer: Think Patented

Pay: \$15 per hour

Position: Digital Printing Intern

Career Interest: Digital design or Printing Technology

Location: Miamisburg, Ohio

Availability: 10- 15 hrs./week when school is in session with the option for full-time during summer

Expectations: *Students will work in this internship to develop competencies and knowledge in Offset, Digital and Wide Format Printing Process with Film Lamination of different materials to enable them to better discern a career in this occupational area. Students will start by observing and learning and progress to executing tasks as directed by their supervisor. Students will be expected to meet the same criteria as full-time employees regarding a drug-free workplace, maintaining confidentiality, and meeting the requirements of their particular position in the hours employed. Employer will be expected to comply with provide a safe work environment according to the Occupational Safety and Health Administration (OSHA) and compliance with Federal and Ohio Minor Employment Laws if the student is under 18.*

Summary:

Manufacturing Support Personnel perform routine maintenance and cleaning, as directed, on facilities and equipment. They also perform duties that support the manufacturing process within the realms of work order instructions and company guidelines.

Responsibilities:

- Program software to control the operation of manufacturing machines
- Use CNC machines to produce digital printing per customer work orders
- Learning the different printing processes and what they consist of
- Straighten, clean, polish and/or assemble parts during the hand bindery process
- Assist in makeready processes of offset and digital printing
- Assist in loading paper
- Assist in programming cutter and cutting jobs
- Assist in setting the folders up and running the job
- Assist in applying film lamination to different substrates
- Assist in planning by studying work orders, materials and specifications
- Assist in loading feed mechanism by lifting stock into position.
- Maintain safe operations by adhering to safety procedures and regulations.
- Assist in maintaining equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs.
- Take an active interest in learning the job by participating in educational opportunities and learning from peers.

Desired Skills:

- Maintains punctual, regular, and predictable attendance in accordance with project and company work hours.
- Complete proven operations in a timely manner.
- Consistently strive for outstanding productivity.
- Commit to quality.

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- Skilled at decision making and problem solving
- Demonstrate outstanding communication skills on a consistent basis
- Communicates effectively with co-workers and supervisors
- Communicates if time on jobs will be significantly different (consideration given for level of experience)
- Can perform the basic arithmetic operations of addition, subtraction, multiplication, division using whole numbers, fractions, decimals, and mixed numbers, and can make conversions among fractions, decimals, and percentages.
- Mechanical Aptitude: like working with your hands and taking things apart and putting them back together
- Organized, focused, and a planner with excellent time management skills
- Team and service-oriented, interested in helping people, disciplined, cooperative, and problem solver
- Ability to communicate clearly and concisely, both verbally and in writing

Educational Goals:

- Exposure to multiple manufacturing professionals and career opportunities
- Safety awareness by learning how to identify potential hazards and work safely in a manufacturing environment
- Computer-aided manufacturing by becoming proficient with software programs that control the operation of manufacturing machines
- Develop professional communication skills in phone conversations and in writing via email exchanges and via technology solutions
- Develop critical thinking and problem-solving skills by using logic and reasoning to identify the risks and rewards of alternative solutions, conclusions, approaches to problems; identifying patterns, and identifying opportunities for improvement.
- Exposure manufacturing tools and equipment and knowledge of when and how to use them.