



Internship Description

Work Site Name	Department/Position
United Power Inc	System Design

Internship Start Date by January 2026	Internship End Date by May 2026
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Brief Overview of Internship
Working with the Project Coordinator team within System Design, an intern would assist with the Document Retention and Data Migration project. This project will focus on review and comparison of hardcopy/paper folders and the electronic versions to repair any gaps within the electronic version. Prior to working on the DR&DM project, the intern would also work with the Project Management team in the form of ride-alongs to gain an understanding of electric distribution design, project management and member engagement. This portion of the scope is to provide a better understanding of the work performed and ability to identify related files.
Internship Tasks/Projects
3-4 days of Project Management job-shadow in the form of ride-alongs. Review and comparison of hardcopy/paper (project) folders to the electronic version. Scan missing files, name according to defined file naming schema, and save to the appropriate project folder. Delete duplicate files within the project folder. Shred hardcopy/paper files and folders.
Internship Learning Goals (new skills/knowledge the intern will acquire)
Introduction to electric distribution and electric service. Introduction to project management and electric distribution design. Member (customer) service from a cooperative stance and approach. Data management and the importance to long term retention and future research.

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Diedre Gregg-Donovan Director of System Design United Power Inc 500 Cooperative Way Brighton, CO 80603	Flexible. - Initial introduction to project management will require 6 hours for the 3-4 days. 2-4 hour time blocks for DR & DM project if multiple days are selected.
Physical requirements	Dress Code
	Business Casual for office work. PPE and closed toe shoes/boots for the field.
Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern

Basic typing, organization and filing
skills/understanding.

11th / 12th