



2017 SUMMER EMPLOYMENT VACANCY NOTICE

**KIUC is seeking enthusiastic students
for the following summer vacancy (temporary positions only):**

JOB TITLE:	ENGINEERING INTERN
JOB POSTING NO.:	2017008
DEPARTMENT:	Transmission & Distribution
LOCATION:	Eleele
REPORTS TO:	Substation Operations Supervisor
JOB DESCRIPTION/ QUALIFICATIONS:	<p>Juniors or Seniors from an accredited 4-year college, majoring in the Mechanical or Electrical Engineering field, wishing to gain broad experience in the electric utility industry. The selected student will collect and analyze system data to find solutions for Transmission & Distribution grid operations.</p> <p><i>The Engineering Internship program is intended to increase awareness to college students of the need for engineers in the electric utility business and to foster students that are interested in a career in engineering.</i></p>

JOB TITLE:	OFFICE ASSISTANT
JOB POSTING NO.:	2017009
DEPARTMENT:	Human Resources
LOCATION:	Lihue
REPORTS TO:	HR Manager
JOB DESCRIPTION/ QUALIFICATIONS:	<p>Student interested in or working on a degree in Business or related field will perform general office and administrative duties including but not limited to scanning, sorting, organizing, filing and data entry support which includes utilizing Microsoft Office Suite.</p> <p>Must have oral, written, listening, and good interpersonal communication skills. Must be a team player with strong initiative and motivation. Student must be able to maintain confidentiality of any information. Student must be able to multi-task and perform duties as assigned. Student must be able to carry boxes up to 20 lbs.</p>

JOB TITLE:	IT ASSISTANT
JOB POSTING NO.:	2017010
DEPARTMENT:	Information Services
LOCATION:	Lihue
REPORTS TO:	IT Manager
JOB DESCRIPTION/ QUALIFICATIONS:	<p>Student interested in or working on a degree in Business, Information Technology, Computers or a related field will assist the IT staff in general office or administrative duties including support projects.</p> <p>Student must have good interpersonal communication skills, and be able to</p>

clearly translate technical problems between technical support staff and employees or other external contacts. Requires computer skills (Microsoft Office 10 and above). Must be able to safely climb ladders to heights of 6 feet, required to walk, bend and reach with hands and arms. Must occasionally lift, carry, and/or move up to 45 pounds. Student must be able to load, unload, and move equipment. Required to have good organizational skills and be able to perform duties as assigned. Student must have a valid State of Hawaii Driver's License.

JOB TITLE:	ENGINEERING INTERN
JOB POSTING NO.:	2017011
DEPARTMENT:	Power Supply
LOCATION:	Port Allen Generating Station (PAGS), Eleele
REPORTS TO:	IC&E Superintendent
JOB DESCRIPTION/ QUALIFICATIONS:	Juniors or Seniors from an accredited 4-year college, majoring in the Mechanical or Electrical Engineering field, wishing to gain broad experience in the electric utility industry. The selected student will perform engineering tasks along with collecting and analyzing Power Supply system data to find solutions for utility and maintenance operations. <i>The Engineering Internship program is intended to increase awareness to college students of the need for engineers in the electric utility business and to foster students that are interested in a career in engineering.</i>

Applicant Criteria

1. Must be at least 18 years old as of June 1, 2017;
2. Must be able to provide documents which establish identity and employment eligibility as required by the Immigration and Reform Control Act of 1986.
3. Must complete and submit a KIUC Application for Employment;
4. Must pass a pre-employment physical and drug test.

Applications for employment must be received in our Human Resources offices by 4:00 PM on May 26, 2017. Application forms must be fully completed for consideration.

www.kiuc.coop

Please check our website under Employment Opportunities to download a fillable *KIUC Application for Employment*.

Kaua'i Island Utility Cooperative
Attn: Human Resources
4463 Pahee Street, Suite 1
Lihue, HI 96766-2000
Fax: (808) 246-8231



KIUC is an Equal Opportunity Employer.