



## 2018 SUMMER EMPLOYMENT VACANCY NOTICE

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

JOB TITLE:	<b>ENGINEERING INTERN (Transmission &amp; Distribution)</b>
JOB POSTING NO.:	2018003
DEPARTMENT:	Transmission & Distribution
LOCATION:	Eleele
REPORTS TO:	Substation Operations Supervisor
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 collect and analyze system data to find solutions for Transmission & Distribution grid 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>

JOB TITLE:	<b>OFFICE ASSISTANT (HR)</b>
JOB POSTING NO.:	2018004
DEPARTMENT:	Human Resources
LOCATION:	Lihue
REPORTS TO:	HR Manager
JOB DESCRIPTION/ QUALIFICATIONS:	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, shredding, copying, organizing, filing and data entry support which includes utilizing Microsoft Office Suite.  Must have oral, written, listening, and good interpersonal communication skills. Must have strong initiative, filing and organizational skills. Student must be able to multi-task and perform duties as assigned. Must be able to carry or move up to 40 pounds.

JOB TITLE:	<b>KPS OPERATIONS HELPER</b>
JOB POSTING NO.:	2018005
DEPARTMENT:	Power Supply
LOCATION:	Kapaia Power Station
REPORTS TO:	Plant Manager
JOB DESCRIPTION/ QUALIFICATIONS:	Student interested in or working towards related field in Industrial Maintenance. Student will assist KPS personnel with routine operational tasks and special projects including: assisting Maintenance and I&E Technicians in servicing plant

equipment, assisting Operating Technicians in data collection and lab procedures, some painting/rust control duties, and general plant housekeeping. All activities will be closely monitored by KPS personnel to ensure the safety of summer hires, as well as other on-site personnel and equipment.

JOB TITLE:	<b>ENGINEERING INTERN (Information Services)</b>
JOB POSTING NO.:	2018006
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 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.</p>

### **Applicant Criteria**

1. Must be at least 18 years old as of June 1, 2018;
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 April 27, 2018. Application forms must be fully completed for consideration.**

Selection will be based on applicants that best meet the requirements (knowledge, skills, college discipline, and other stated qualifications) of the job.

[www.kiuc.coop](http://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.*