Elemental Led
www.elementalled.com

POSITION TITLE: Technical Communications Intern

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
Elemental Led is seeking a Technical Communications Intern to join the team. The Technical Communications Intern will work with the engineering team to communicate engineering findings and prepare technical documentation, including product specification sheets, installation guides, patent applications, and technical memoranda. Depending on skills and interests, the Technical Communications Intern may also participate in product testing and other engineering tasks. Duties and job functions include, but are not limited to:

- Preparing product and process illustrations using Adobe Illustrator, Adobe Photoshop, and/or technical drawing software
- Writing and preparing specification sheets and product installation guides in collaboration with staff engineers
- Assisting with preparing and filing patent applications and managing an intellectual property portfolio
- Performing product tests, including mechanical, electrical, chemical and materials, and optical/photometric tests
- Contributing to engineering brainstorming sessions and technical problem-solving exercises

QUALIFICATIONS:

- Enrollment as a junior or senior in a Bachelor’s degree program in Physics or Engineering at an accredited college or university (specialization within physics or the field of engineering should have some demonstrable connection to the work of Elemental Led, but any engineering field or area of specialization within physics will be considered if the applicant can show its relevance)
- Enrollment as a junior or senior in a Bachelor’s degree program in English, Writing, Communications, Technical Illustration, or a related field with demonstrated experience in scientific and technical subject matter
- Rising sophomores with exceptional credentials (i.e. strong GPA, relevant extracurricular, work experience, etc.) will be considered
- Knowledge of Adobe Creative Suite with particular emphasis on Adobe Acrobat
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer
- Knowledge of Microsoft Office Suite
- Vision to read printed materials and a computer screen
- Knowledge of optics, photometrics, and LEDs is desirable, but not required
- Hearing and speech to communicate in person and over the telephone
- Knowledge of SolidWorks is desirable, but not required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment
• Ability to understand and interpret complex technical subject matter
• Must possess the ability to lift, carry, push, and pull materials and objects up to twenty-five pounds
• Ability to write clearly
• Ability to prepare three-dimensional illustrations using pen, paper, and Adobe Illustrator
• Ability to compose correspondence and reports independently or from brief instructions
• Ability to understand and follow oral and written instructions
• Ability to organize own work, set priorities, and meet critical time deadlines
• Ability to operate modern office equipment including computer equipment and specialized software application programs
• Ability to use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines
• Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
• Ability to maintain a high level of integrity, diplomacy, and confidentiality

HOW TO APPLY:
Interested applicants should send in their resume to Olivia Tanguileg at olivia.tanguileg@elementalled.com.