# **Job Title**

Project Assistant – Lifecycle and Expansion Program

**Purpose**

This position is responsible for supporting ENGIE’s Capital Projects team, concentrated on lifecycle and expansion projects for The Ohio State University’s Utility System. The ideal candidate has an interest in obtaining practical experience within energy infrastructure.

|  |  |
| --- | --- |
| **Location/Department** Columbus, OH | **Status** Non-Exempt; Hourly  |

**Internship Term**

The internship work term will be from October 2018 – May 2019, 10 hours per week minimum.

**Responsibilities**

Assist the Capital Projects team as assigned. Areas of possible work assignment include feasibility assessments, developing approval documentation, assisting in the procurement of design and construction services, reviewing design plans, and attending design meetings. Potential project work will cover infrastructure and utility equipment upgrades, expansion planning and implementation and engineering acumen to support similar areas.

**Required Skills**

* Ability to meet highest attendance requirements
* Ability to communicate effectively, both written and verbally
* Ability to handle multiple assignments on a timely basis with a high degree of accuracy
* Proficient with Microsoft Word and Excel
* Strong interpersonal skills
* Strong organizational, prioritization and time management skills.
* Negotiating skills and general business acumen (including technical, legal, commodity risk, quantitative and economic analysis skills).
* Demonstrated ability to take initiative

**Minimum Education/Experience**

* Prefer GPA of 2.5 or higher
* Prefer Junior or Senior

## Working Environment

The work environment for this position is mostly in an office setting with business casual attire required. Some site visits to active construction projects will require the use of personal protective equipment, which will be provided. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

“All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status”.