



**POSITION TITLE: Work-Based Learning Intern**

**REPORTS TO: Respected CDCC Mentor**

## **JOB DESCRIPTION**

### **POSITION SUMMARY**

A Work-Based Learning Intern can work in several departments (Operations, Field, Marketing, VDC, Information Technology, etc) of the company. They are assigned a mentor and job duties are depicted by what department they fall under.

### **POSITION RESPONSIBILITIES**

- Produces quality work
- Reports to work promptly when scheduled
- Uses time wisely
- Demonstrates responsible behavior
- Responds to feedback constructively
- Follows company policies and procedures
- Maintains appropriate personal appearance

**Please reference specific job duties, by department, on the WBL Evaluation Forms.**

### **REQUIRED CAPABILITIES**

#### **Work-Based Learning Intern Specific:**

- Flexible and Adaptable
- Listen, Watch, Learn
- Willing to Learn
- Accepts Supervision and Constructive Criticism

### **WORKING CONDITIONS**

- Depending on the student's assignment, it could be in the field, office, or a combination of both. This is determined by the mentor.

### **EDUCATION & EXPERIENCE**

- High school senior that has completed all necessary requirements for the school's WBL program
- No construction experience required