

Time For Change, LLC.

Summer Internship Program Job Description

EMPLOYER INFORMATION

Name: Time For Change, LLC. Engineering Consulting

Location: Houston, Texas

Phone: 832-850-4104

Email: Admin@TimeForChangeEngineer.com

Website: www.TimeForChangeEngineer.com

LinkedIn: <https://www.linkedin.com/company/time-for-change-egr/>

EMPLOYMENT ELIGIBILITY

Job Title: Intern (Engineering Discipline, Marketing, Etc.)

Manager: Cassandra K. Moody, M.S., P.E., President + Principal Engineer

Job Location: Hybrid: Houston, Texas and Remote

Start Date: June 17, 2024

End Date: August 9, 2024 (Eight weeks)

Job Type: Full-time Part-time Independent Contractor Intern

Number of Hours: 30-39 hours per week

Format: In-person Virtual Hybrid

Compensation: Unpaid, educational internship program

Job Description

Time For Change, LLC. is seeking young professionals pursuing university degrees in the fields of engineering, business, or marketing to join the eight-week Summer 2024 Internship Program for mutual benefit. The Intern will support growth initiatives of the company and the employer will educate and equip the young professional for their career with real-world experience.

Responsibilities and Duties

- Learn about midstream pipeline integrity
- Develop young professional skills
- Manage an independent project

- Present project results to manager and group
- Conduct research
- Read regulations and industry publications
- Attend and participate in meetings
- Communicate via written materials

Qualifications and Requirements

- Currently pursuing an undergraduate degree from an accredited university
- Preferred degrees include engineering, marketing, business
- Proficient in Microsoft Word suite including Word, Excel, PowerPoint
- Preferred proficiency in 2D or 3D drafting software and/or Visio
- Ability to work independently and be self-motivated
- Interest in small-business and entrepreneurial consulting principles

Summer Internship Program Description

| Week | Technical | Essential Skills | Project |
|-------------------|------------------------|------------------------------|-----------------------|
| 1: June 17-21 | IM Overview | Business Basics | Project kick-off |
| 2: June 24-25 | PDCA | Time Management | Project research |
| 3: July 1-5 | Data, Threats, Risk | Behaviors and Communications | Project working |
| 4: July 8-12 | Assessments, Repairs | Personal Branding | Mid-intern check-in |
| 5: July 15-19 | Special Considerations | Systems | Project working |
| 6: July 22-26 | Project Management | Negotiations | Project wrap up |
| 7: July 29- Aug 2 | Change Management | Success | Practice presentation |
| 8: Aug 5-9 | N/A | Exit interview | Project presentations |

Projects may include:

- Engineering Majors
 - Case study in industry incidents with lessons learned
 - Regulatory program element reviews
 - Mechanical engineering deep dive: failure mechanisms
 - Process engineering: continuous improvement study
- Business Majors
 - Market research for midstream industry
 - Entrepreneurial business plan evaluation
 - Standard Operating Procedure (SOP) critical review
- Marketing Majors
 - Marketing campaign assessment
 - Marketing materials critical review
 - Market analysis for consulting industry