

Posting Date: Spring 2012
Job title: Intern at Energy Concepts
Classification: NMHU ARMAS Internship
Job Type: 1 Student Internship (Soph or higher)
Rate: \$12/hr
Spring 2011: Up to 15 hrs/week

PURPOSE: Energy Concepts Corp (ECC) is a small business that sells, designs, and installs solar electric (PC) and small wind power systems around New Mexico

MAJOR RESPONSIBILITIES AND JOB DUTIES:

The work is varied so there will be a wide variation in tasks also. The following outline will describe some of the task categories. The specific detailed and in-depth tasks will be determined by what ECC is focusing on at the time. The work environment is also varied between field, office, and home. Most of our data is stored on-line making it accessible to everyone so work can be done remotely. Training and field work will be done at the ECC shop/office and at customer facilities.

- Sales & Marketing
 - Generate proposals
 - Follow up with leads
- System Design
 - Inverter/module appropriate combinations
 - One-line & three-line diagrams
 - NEC code compliance
 - Bill of Material creation
- Fabrication and Kitting
 - Metal racking fabrication
 - Kitting systems for field deployment
- Installation
 - Installing system
 - Testing system
- Documentation
 - User manual
 - New Mexico State Tax forms
 - Utility application
 - Electrical permit

HOW/WHERE TO APPLY:

Go online to www.armasineducation.com or pick up application package at ARMAS (Engineering Bldg #106) with Mabel Suárez (T. 426-2104) or Monique Esquibel (T.426-2010).

Contact Information:

Mabel Suárez, Internship Coordinator
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