



## 2019 SUMMER EMPLOYMENT VACANCY NOTICE

**KIUC is seeking enthusiastic students  
for the following summer vacancies (temporary positions only):**

### Applicant Criteria

1. Must be at least 18 years old as of June 1, 2019;
2. Must be able to provide documents to establish identity and employment eligibility as required by the Immigration and Reform Control Act of 1986.
3. Must complete and submit a KIUC Application for Employment;
4. Must pass a pre-employment physical and drug test.

**Deadline to Apply: Tuesday, April 30, 2019.  
Application forms must be fully completed for consideration.**

Selection will be based on applicants that best meet the requirements (knowledge, skills, college discipline, and other stated qualifications) of the job.

[www.kiuc.coop](http://www.kiuc.coop)

Please check our website under Employment Opportunities to download a fillable *KIUC Application for Employment*.

JOB TITLE:	<b>ENGINEERING INTERN (IC&amp;E)</b>
JOB POSTING NO.:	2019010
DEPARTMENT:	Power Supply
LOCATION:	Port Allen (PAGS)
REPORTS TO:	IC&E Supervisor
JOB DESCRIPTION/ QUALIFICATIONS:	<p>Juniors or Seniors from an accredited 4-year college, majoring in the field of Electrical/Mechanical Engineering wishing to gain broad experience in the electric utility industry. Specifically, the selected student will focus on the area of Power Production relating to energy conversion, power plant systems, and generating equipment.</p> <p><i>The Engineering Internship program is intended to increase awareness to college students of the need for engineers in the electric utility business and to foster students that are interested in a career in engineering.</i></p>
DEADLINE TO APPLY:	<b>Tuesday, April 30, 2019</b>

Kaua'i Island Utility Cooperative  
Attn: Human Resources  
4463 Pahee Street, Suite 1  
Lihue, HI 96766-2000  
Fax: (808) 246-8231



*KIUC is an Equal Opportunity Employer.*

**JOB TITLE:** **ENGINEERING INTERN (Information Services)**

**JOB POSTING NO.:** 2019012

**DEPARTMENT:** Information Services

**LOCATION:** Lihue

**REPORTS TO:** IS Manager

**JOB DESCRIPTION/  
QUALIFICATIONS:** Juniors or Seniors from an accredited 4-year college, majoring in the field of Business, Information Technology, Computers or related field wishing to gain broad experience in the electric utility industry. The selected student will focus on the area of Information Technology relating to communications, information systems, and security.  
Student must have good interpersonal communication skills, and be able to clearly translate technical problems between technical support staff and employees or other external contacts. Requires computer skills (Microsoft Office 10 and above).

**DEADLINE TO APPLY:** **Tuesday, April 30, 2019**

**JOB TITLE:** **POWER PLANT MAINTENANCEPERSON HELPER**

**JOB POSTING NO.:** 2019009

**DEPARTMENT:** Power Supply

**LOCATION:** Port Allen (PAGS)

**REPORTS TO:** Maintenance Superintendent

**JOB DESCRIPTION/  
QUALIFICATIONS:** Student interested in or working towards related field in Industrial Maintenance. Student will assist with routine operational tasks and special projects including: assisting Maintenance and I&E Technicians in servicing plant equipment, assisting Operating Technicians in data collection and lab procedures, some painting/rust control duties, and general plant housekeeping. All activities will be closely monitored by PAGS personnel to ensure the safety of summer hire, as well as other on-site personnel and equipment.

**DEADLINE TO APPLY:** **Tuesday, April 30, 2019**

**JOB TITLE:** **KPS OPERATIONS HELPER**

**JOB POSTING NO.:** 2019011

**DEPARTMENT:** Power Supply

**LOCATION:** Lihue

**REPORTS TO:** Plant Manager

**JOB DESCRIPTION/  
QUALIFICATIONS:** Student interested in or working towards related field in Industrial Maintenance. Student will assist KPS personnel with routine operational tasks and special projects including: assisting Maintenance and I&E Technicians in servicing plant equipment, assisting Operating Technicians in data collection and lab procedures, some painting/rust control duties, and general plant housekeeping. All activities will be closely monitored by KPS personnel to ensure the safety of summer hires, as well as other on-site personnel and equipment.

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**JOB TITLE:** **T&D OPERATIONS HELPER**  
**JOB POSTING NO.:** 2019013  
**DEPARTMENT:** Transmission and Distribution  
**LOCATION:** Elelee  
**REPORTS TO:** Substation Operations Supervisor  
**JOB DESCRIPTION/  
QUALIFICATIONS:** Student will assist T&D personnel with various operational tasks and special projects involving T&D operations, maintenance, and Supervisory Controls and Data Acquisition (SCADA).  
**DEADLINE TO APPLY:** **Tuesday, April 30, 2019**

**JOB TITLE:** **COMMUNICATIONS ASSISTANT**  
**JOB POSTING NO.:** 2019007  
**DEPARTMENT:** Communications  
**LOCATION:** Lihue  
**REPORTS TO:** Communications Manager  
**JOB DESCRIPTION/  
QUALIFICATIONS:** Student interested in or working on a degree in Marketing, Communications or Public Relations will assist Communications staff with general office and administrative duties, planning and setting up for community events. Must have experience working with Microsoft Office applications, and must be a team player with excellent interpersonal skills. Student must have good organizational skills and be able to perform duties as assigned. Writing, video and editing skills are preferred.  
**DEADLINE TO APPLY:** **Tuesday, April 30, 2019**

**JOB TITLE:** **OFFICE ASSISTANT (MS)**  
**JOB POSTING NO.:** 2019008  
**DEPARTMENT:** Member Services  
**LOCATION:** Lihue  
**REPORTS TO:** Member Service Operations Supervisor  
**JOB DESCRIPTION/  
QUALIFICATIONS:** Student interested in or working on a degree in Business or related field will perform general office and administrative duties including but not limited to scanning, sorting, shredding, copying, organizing, filing and data entry support which includes utilizing Microsoft Office Suite. Assist Member Services & Energy Services office personnel as required.  
  
Must have oral, written, listening, and good interpersonal communication skills. Must have strong initiative, filing and organizational skills. Student must be able to multi-task and perform duties as assigned. Must be able to carry or move up to 40 pounds.  
**DEADLINE TO APPLY:** **Tuesday, April 30, 2019**

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JOB TITLE:	<b>OFFICE ASSISTANT (HR)</b>
JOB POSTING NO.:	2019014
DEPARTMENT:	Human Resources
LOCATION:	Lihue
REPORTS TO:	HR Manager
JOB DESCRIPTION/ QUALIFICATIONS:	<p>Student interested in or working on a degree in Business or related field will perform general office and administrative duties including but not limited to scanning, sorting, shredding, copying, organizing, filing and data entry support which includes utilizing Microsoft Office Suite.</p> <p>Must have oral, written, listening, and good interpersonal communication skills. Must have strong initiative, filing and organizational skills. Student must be able to multi-task and perform duties as assigned. Must be able to carry or move up to 40 pounds.</p>
DEADLINE TO APPLY:	<b>Tuesday, April 30, 2019</b>

**Applicant Criteria**

- 5. Must be at least 18 years old as of June 1, 2019;
- 6. Must be able to provide documents to establish identity and employment eligibility as required by the Immigration and Reform Control Act of 1986.
- 7. Must complete and submit a KIUC Application for Employment;
- 8. Must pass a pre-employment physical and drug test.

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