

Community Example: Aux Sable Gas

Document Control Internship

Sample internship description for a Document Control Intern at Aux Sable Gas.



I-WIN

Illinois Work-Based Learning
Innovation Network

Attachments

1. Document Control Intern Job Description

AUX SABLE - JOB DESCRIPTION

JOB TITLE: Document Control Intern
REPORTS TO: Document Control Supervisor
DEPARTMENT: Engineering & Construction
HOURS: 32 Hour work week; flexible
PAY: Hourly wage

AUX SABLE'S CHANNAHON NGL FACILITY

The concept of the Aux Sable Plant is fairly simple. Natural gas from Western Canada and North Dakota which has a high percentage of natural gas liquids such as ethane, propane, iso-butane and normal butane, is transported by pipeline to the Aux Sable Plant. There, the natural gas is expanded in a turbine. When the pipeline gas expands, it cools, and the liquid components separate from the methane in the pipeline gas. The lean natural gas is recompressed and put back into the pipeline for delivery to local distribution companies such as Nicor. The natural gas liquids are separated into components via distillation and shipped to customers.

POSITION PURPOSE

This position provides support to all ASLP and ASM business entities and departments in the areas of engineering and plant document control and retention. The ideal candidate will have an interest in an engineering discipline and business management and be able to work independently on projects that may arise. Applicant must maintain a high level of accuracy and seeing tasks to completion.

OUTCOMES & ACCOUNTABILITIES/RESPONSIBILITIES

Outcome/Expected End Result	Job Accountabilities/Responsibilities	%
1. Document Control	<ul style="list-style-type: none"> • Process, revise and organize appropriate engineering drawings and plant documentation • Scan files into appropriate location within Adept document management system • Purge and destroy appropriate files as directed • Use computer software and hardware to produce and scan documents, spreadsheets, databases, and file electronic documents for department use 	60%
2. Project Management	<ul style="list-style-type: none"> • Assist the E&C team with project related duties • Manage required plant documents and technical information • Assist with mechanical, electrical and process related projects as needed 	30%
3. Varies & Presentation	<ul style="list-style-type: none"> • Various training and development opportunities involving safety, engineering, and Aux Sable General • Summer Internship Presentation work 	10%

Total

100%

EDUCATION AND INTEREST

- **Must be a senior to apply**
- Previous experience with Microsoft Office products preferred
- Previous experience with Computer Aided Drafting is beneficial but, no required.
- The preferred candidate must be interested in pursuing a career or major in an Engineering discipline (mechanical, electrical, chemical, structural, etc.), Computer Science, or Business Administration
- Previous experience with Microsoft Windows operating systems
- Strong organizational skills preferred
- Detail oriented

DIRECT REPORTS

None

AUX SABLE - JOB DESCRIPTION

INTERNAL AND EXTERNAL CONTACTS

Internal:

- All levels of employees
- All departments

External:

- None

PHYSICAL REQUIREMENTS

Office job with daily computer use. Ability to stand for long periods of time, bending and stooping in order place items in file cabinets.

WORKING CONDITIONS

Typical office setting, with no travel.