

## THE NILES INTERNSHIP EXPERIENCE

A 12-week professional learning experience where we strive to Unlock Your Potential by giving you meaningful and practical hands-on experience in your field of study. We hope to expand your knowledge, assist you in learning new skills, provide guidance and feedback, as well as model professionalism in the workplace.

Below are some of the different types of duties you can expect to participate in and skills/experience you can expect to gain. This is not, however, a comprehensive list. If you have already had previous internships or work experience in the field, you may be equipped to take on more challenging tasks, and we are ready and willing to provide those for you.

- Learn our safety standards and spend time in the field with our safety representatives.
- Understand the bid process – review drawings, specifications, write RFI's, establish scope of work, attend bid takeoffs, assist in contract review, assist in preparing bids and the submittal process.
- Assist Project Managers in developing project schedules, record keeping and progress tracking, maintain communication with superintendents and foremen and visit job sites regularly, engage with customers and vendors, write change orders, participate in quality control as well as project kickoff and review meetings.
- Work closely with other departments to gain a comprehensive understanding of all areas involved in our projects including but not limited to: Purchasing, Finance, Logistics, etc.
- Work under the mentorship of multiple employees in Estimating and Project Management and visit multiple job sites in three different self-perform disciplines (paint coatings, roof coatings, scaffolding).
- Learn effective communication skills, both verbal and written.
- Participate in company events such as our Spring picnic, birthday and new hire lunches, and foundation activities.