

POSITION OPENING CARROLL ELECTRIC MEMBERSHIP CORPORATION

POSITION:
Community Relations Undergraduate Student

NUMBER OF OPENINGS:

DEPARTMENT:
Community Relations

SHIFT:
Day/Part-Time

POSTING OPENS:
08/28/2025

POSTING CLOSES:

PURPOSE OF POSITION:

Carroll EMC's Work-Study Program offers career development opportunities through paid work experience and unpaid internships for select, high-potential high school and college students. This program complements the studies of students with an academic focus and career interests related to the electric utility industry and cooperative businesses.

This student position provides administrative and program support to the Community Relations department. Responsibilities include assisting with community outreach initiatives, energy education programs, volunteer efforts, event coordination, and Member engagement activities. The student will also support daily operations such as scheduling, communication, and data management. Through this role, the student will gain hands-on experience while helping promote a positive image of Carroll EMC and supporting its mission to serve Members and the community with professionalism and care.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

REQUIRES:

- Must be enrolled in a high school, college, technical college, or university.
- Require the ability to work independently and cooperatively.
- Require the ability to adapt to rapid or major changes.
- Require the highest ethical standards.
- Require excellent communication skills.
- Require the ability to think critically and creatively.
- Require the ability to work irregular hours during emergency situations.
- Require a valid Driver's License with a clean Motor Vehicle Record.
- Must pass pre-employment physical, criminal background check, and drug testing.

Interested applicants can apply online at www.cemc.com/careers. No phone calls, please.

**Carroll Electric Membership Corporation promotes a drug-free workplace.
EOE, including disability/vet.**