

POSITION OPENING
CARROLL ELECTRIC MEMBERSHIP CORPORATION

POSITION:

System Design Undergraduate Student

NUMBER OF OPENINGS:

1

DEPARTMENT:

System Design

SHIFT:

Day/Part-time

POSTING OPENS:

08/04/2026

POSTING CLOSES:

Open until filled

PURPOSE OF POSITION:

To provide assistance to System Design as directed. This position works under the immediate supervision of the System Design Manager and supports the Service Advisor with accurate and timely processing of data as directed by the Service Advisor, as well as utility easements, ensuring all documentation meets regulatory, legal and organizational standards.

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.
- Prefer a sophomore or junior, pursuing a degree in Business Administration or a related field.
- Must provide GPA, minimum accepted 2.0 on a 4.0 scale.
- Must be able to work a minimum of 10 hours per week.
- Possess excellent interpersonal, verbal, and written communication skills.
- Possess strong analytical and problem-solving skills, and a high level of computer literacy.
- Must be highly motivated and able to work under supervision while prioritizing and managing multiple tasks.
- Knowledge/proficiency with Microsoft Office applications, including Word, Excel, Access, and PowerPoint is preferred.
- Requires the satisfactory passing of Carroll EMC's post-offer employment entrance examination, background check and drug screen.
- Require a valid Driver's License with a clean Motor Vehicle Record.

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.