

# Position Description

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## I. Organizational Data

- 1) **Position Name:** Cooperative Education Student
- 2) **Business Division:** Transmission Systems North America
- 3) **Business Unit:** Transmission Technologies, Transmission Application, Hybrid Modules, and Clutch Systems
- 4) **Reporting Structure:**

Position name of direct superior:

Solid-line: Group Leader

Dotted-line: N/A

Position name of directly reporting employee:

Solid-line: N/A

Dotted-line: N/A

## II. Position Data

### 1) Goal of position

The Cooperative Education Student is responsible for completing work assignments in Schaeffler Group North America at the Wooster, Ohio facility.

### 2) Formal prerequisites for the position

- Technical:
  - Microsoft Office
  - LuK Software Package
  - Knowledge of the current quality specifications
- Interpersonal:
  - Excellent communication ability (written & verbal)
  - Extremely self-motivated & driven to achieve results
  - Assertive approach to solving problems
  - Ability to prioritize
- Educational:
  - High school diploma or equivalent
  - Pursuing an academic degree

### 3) Tasks

The Cooperative Education Student is responsible for completing work assignments in Schaeffler Group North America at the Wooster, Ohio facility.

The cooperative education (co-op) program is for full-time continuing education students who have the desire to learn through work assignments. These assignments will benefit both the student and LuK. The co-op program allows students to connect classroom learning with the

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world of work by expanding learning experiences through employment which relates to their major field of study or career focus. Participants should be responsible, able to work independently, and open to instruction. The student will be given developmental opportunities through tasks such as projects, job-rotation, hands-on training, and exposure to LuK's manufacturing process.

While performing the duties of this job, the employee is regularly required to sit, talk, have close visual acuity and hear. The employee is frequently required to use hands to maneuver objects, tools. The employee is occasionally required to walk; reach with hands and arms; stoop, bend, push, pull, kneel, or crouch. The employee must regularly lift and move up to 10 pounds, occasionally lift and move up to 25 pounds and occasionally lift and move up to 65 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

This position is required to know and understand the current specifications of the Quality Policy and procedures, as well as the Safety and Environment Policy and procedures and contribute to the achievement of the company objectives. In addition to the duties listed above, the position holder must carry out tasks assigned by his supervisor that are essentially related to his duties.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Superior:**

Please print first name & last name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:**

Please print first name & last name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_