Division Service Intern

**For students who’ve worked around ag equipment, may have grown up around or on a farm, enjoy hands on equipment diagnostics and repair, and want to learn more about this side of the business**

About Kubota
Kubota Tractor Corporation has been a leading manufacturer of agricultural and construction equipment in the U.S. for 45 years. With world Headquarters in Osaka Japan, and offices in 51 cities throughout North America, Europe and Asia, Kubota achieved revenues last year over $11 billion. Although, agricultural equipment is Kubota’s primary line of products, Kubota also produces a diverse line of other products including city wide water filtration systems, irrigation, piping, roofing, housing and large underground valves. We are also very proud of the fact that 50% of the products sold domestically are manufactured right in the U.S.

Our Mission
Our mission, “For Earth, For Life,” speaks to our commitment to the preservation of the earth’s natural environment, while aiding in production of food and water supplies that are vital to societal needs as our world population continues to grow. That mission is realized each time a Kubota tractor harvests the land to produce life sustaining food or our construction equipment excavates to transport water resources or provide shelter.

The Internship Program
Our paid internship program is designed to be an educational and engaging opportunity for students to work on challenging projects that help us achieve our mission and goals. Students will experience an emersion in corporate life with training, access to leaders, social events, mentoring, and a capstone project presented to senior management.

Position Information

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<thead>
<tr>
<th>Title:</th>
<th>Division Service Intern</th>
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<tr>
<td>FLSA:</td>
<td>Hourly / Temporary</td>
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<tr>
<td>Division Name / Location:</td>
<td>Southeast Division / Suwanee, GA</td>
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<td>Department Name:</td>
<td>Service</td>
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<td>Internship Term:</td>
<td>May 16, 2016 – August 5, 2016</td>
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<td>Hours:</td>
<td>Flexible 35 hours / week</td>
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<td>Supervisor Title:</td>
<td>Service Manager</td>
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<td>Rate of pay:</td>
<td>$13 / hour DOE</td>
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Principal Activities:
This position does the following in accordance with all applicable Federal, State and local laws / regulations and the Company’s policies, procedures and guidelines:

- Assist the Division Service Department with special projects, research, compiling data, creating training materials, reporting and analysis.
- Mentor with Service field staff by accompanying them on visits with dealer principals and dealership personnel in their respective territories.
- Assist department with streamlining and improving development and training activities and tools.
- Learn to answer dealer product questions and concerns by researching and utilizing existing material such as manuals and engineering releases.
- Learn to assist with and resolve dealer customer service issues to contribute to customer satisfaction of Kubota Products.
- Maintain and process dealer certifications.
- Supply up to date changes on all products to dealer technician personnel.
- Interact with dealer network by conducting phone calls for product and service surveys, etc.
- Assist and participate in Division Events.
- Provide administrative support to Service department.
- Complete special projects as needed and other duties as assigned.

Minimum Qualifications:

- Must be actively enrolled in an undergraduate program at an accredited local University, as junior or senior working toward a Bachelor’s degree in Business, General Agriculture, Agribusiness, Ag Communications, Ag Mechanization, English, Marketing, Communications, Advertising or a degree with demonstrated relevant experience to perform the job duties. 3.0 or above.
- Some technical knowledge of tractors, agricultural machinery and related equipment. Hands-on, occasional repair experience preferred.
- Skills and Background: Strong capability in Microsoft Office Suite to include Power Point, Excel and Word; Access skills preferred; able to develop ad slicks, reports, and training materials; experience administering Facebook Updates and using other social media resources. Basic knowledge of office machines.
• Strong interpersonal (verbal / written) communication skills. Ability to communicate with various levels of management.

• High level of skill in decision making, problem solving and analytics. Organizational, multi-tasking and prioritization skills. Integrity, accuracy, dependability, enthusiasm and confidentiality.

• Must be authorized to work in the United States without Visa sponsorship.

• Language Requirements: Strong proficiency and sophistication in the use of English in both written and verbal formats.

• Physical Requirements: Ability to lift at least 30 pounds.

Benefits to the Student:
• Comprehensive Training
• Access to top Leaders
• Capstone Project presented senior management
• Social Events throughout summer
• Engaging independent work that makes a difference to the business
• Build resume and explore post – graduation career options
• Flexible scheduling
• Real world experience
• Interviewing practice
• Letter of recommendation
• Potential for future employment

The information provided in the description has been designed to indicate the general nature and level of work performed by incumbents within the classification. This description is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job/classification. Management reserves the right to add or modify the duties and responsibilities and to designate other functions as essential at any time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Consistent with applicable federal and state law, Kubota is committed to providing equal employment opportunity for all applicants and employees. We will not discriminate against any qualified applicant or employee based on race, color, ancestry, sex (including pregnancy, childbirth and related medical condition), sexual orientation, national origin, religion, creed, marital status, disability, medical condition, age, citizenship status, veteran status, or any other basis protected by applicable law.

How to apply:

Apply online at www.kubota.com and click on the “careers” tab.
Or, send your resume to Maggie.odenbrett@kubota.com.