

SPRING 2027

ENGINEERING INTERNSHIP OPPORTUNITY

FOR NC STATE HAVELOCK
ENGINEERING JUNIORS & SENIORS



**HANDS-ON
EXPERIENCE**



**REAL-WORLD
ENGINEERING
CHALLENGES**



**WORK WITH
EXPERIENCED
ENGINEERS**



**FLEXIBLE
SCHEDULE**



**COMPETITIVE
PAY**



**POTENTIAL
FULL-TIME
OPPORTUNITY**



**STARTING
JANUARY 2027**
JUNIORS & SENIORS

APPLY NOW! >>



SEND APPLICATION TO
dcowell@tandemloc.com
will@tandemloc.com



INCLUDE

- Cover letter
- Resume
- Unofficial transcript
- Completed application



DETAILS ONLINE
[www.tandemloc.com/
employment-opportunities](http://www.tandemloc.com/employment-opportunities)

MANUFACTURING IN THE USA

BUILDING SOLUTIONS
THAT MOVE THE WORLD.

SPRING 2027 ENGINEERING INTERNSHIP OPPORTUNITY

ATTENTION: NC STATE- HAVELOCK ENGINEERING JUNIORS & SENIORS

Tandemloc, Inc. is seeking motivated, high-performing engineering juniors and seniors with a strong understanding of solid mechanics, statics, CAD, and mechanical design for a hands-on engineering internship beginning in January 2027.

This is an excellent opportunity to gain valuable real-world engineering experience while applying academic knowledge in a dynamic industrial manufacturing environment. Interns will work closely with experienced engineers, develop project management skills, and strengthen personal accountability while contributing to meaningful engineering projects. Projects may involve software, electrical control systems, mechanical drive systems, static stress analysis, manufacturing studies, and technical communication. Our goal is to provide students with practical experience, professional development, and opportunities to apply classroom knowledge to real-world engineering challenges.

WHO WE ARE LOOKING FOR

This opportunity is exclusively available to **NC State- Havelock Engineering Juniors & Seniors** who meet the following criteria:

- Currently in good academic standing.
- Expected graduation between Spring 2027 and Spring 2028.
- Strong interest in hands-on engineering, mechanical design, and problem-solving.
- Eager to learn, contribute, and tackle real-world engineering challenges.

INTERNSHIP DETAILS

DURATION: Seniors: January 2027 – August 2027, Juniors: January 2027 – August 2028
Internship continuation is subject to satisfactory performance, academic commitments, and business needs.

START DATE: January 4, 2027 (flexible)

PAY RATE: Juniors: \$20.00 per hour-Seniors: \$23.00 per hour

TIME COMMITMENT: Flexible scheduling to accommodate academic classes and commitments. Minimum: 8 hours per week -Maximum: 28 hours per week

POTENTIAL FUTURE EMPLOYMENT OPPORTUNITY

Tandemloc values the opportunity to develop future engineering professionals. Successful interns may be considered for full-time engineering employment opportunities following graduation, based on individual performance, qualifications, and available positions.

POTENTIAL TUITION & BOOK REIMBURSEMENT: Eligible interns may qualify for tuition and textbook reimbursement assistance, where applicable, based on academic performance, program eligibility, and company approval.

APPLICATION & SELECTION TIMELINE

Don't miss this opportunity to gain valuable engineering experience, develop your professional skills, and get a head start on your engineering career!

STEP 1: APPLY NOW

Interested applicants should submit the required application materials by the deadline below.

>>> APPLICATION DEADLINE: FRIDAY, OCTOBER 30, 2026 <<<

STEP 2: INTERVIEWS & SELECTION

Interviews are tentatively scheduled to begin during the last week of October 2026. Qualified applicants may be contacted for interviews as applications are received. Final candidate selection is tentatively expected by Friday, December 4, 2026.

HOW TO APPLY

Please submit the following documents:

1. Cover letter containing a brief expression of interest.
2. One-page resume.
3. **Unofficial** academic transcript.
4. Completed Tandemloc, Inc. employment application.

Email all application materials to:

dcowell@tandemloc.com and will@tandemloc.com

Email Subject Line: Spring 2027 Engineering Internship Application – [Your Name]

Employment Application & Job Description:

www.tandemloc.com/employment-opportunities

We look forward to meeting the next generation of engineers and providing an opportunity to learn, grow, and contribute to the Tandemloc team!

End of Document

Job Title:	Engineering Intern II	Reports To	Engineering Manager			
CAI Code	350-62	FLSA	Non-Exempt	Date Revised	1/2026	Page 1 of 2

Summary: Assists engineering staff with design, testing, prototype building or other activities related to engineering including design and manufacturing of production fixtures and devices, creation of bill of materials, and assisting drafting when necessary. May use both specialized and standard computer applications in the performance of duties. All critical engineering work must be reviewed by an engineer.

Duties and Responsibilities:

1. Apply Tandemloc design practices, tools & standards to design / model new products as instructed with direction from engineers.
2. Utilize Tandemloc CAD/CAE tools to create detailed drawings for product including dimensions, tolerances, fasteners, joining requirements, and other engineering data.
3. Learn Tandemloc procedures to draft multiple view, subassembly, and final assembly drawings as required to manufacture products.
4. Practice engineering analysis and design tasks as assigned under the supervision / review of engineers.
5. Maintain engineering drawing files according to standard Tandemloc procedures.
6. Learn Tandemloc inventory software to input/edit bills of material to the manufacturing/accounting software package.
7. Produce product manuals with direction from engineers.
8. Learn and practice Tandemloc job cost analysis process.
9. Assists in the R&D and prototype work of the engineering department to include light duty mechanical assembly, advanced electrical assembly, 3D printing, and label making.
10. Operate and maintain 3D printers and other Engineering/ R&D equipment.
11. Perform administrative / data entry tasks when required.
12. Other duties as assigned

Qualifications (Required Education, Experience, Etc.): To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Completion of the first 3 years in an accredited mechanical engineering bachelor's degree program.
- Competency in statics/vector mechanics, solid mechanics, engineering materials, technical writing, and a systems design approach is required.
- As this is an entry level position, there is no requirement for work experience however, quality academic experience is essential. This qualification may be met through academic faculty recommendations and/or academic transcript review.

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Communication Skills:

Ability to communicate on a technical level and professional level with the engineering staff, production personnel, and all pertinent outside vendors.

Technical Skills:

See the above Duties and Qualifications.

Travel Requirements:

Minimal

Physical/Mental Demands: The physical/mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

85% Sedentary

Computer related tasks, design and analysis work, administrative work.

15% Physical

At times this position is hands on requiring walking and standing to observe / communicate and operate equipment. The employee will need to be able to bend, twist and lift as much as 30 lbs. overhead. The job will include wearing protective clothing, earplugs, safety glasses, etc. while performing tasks requiring this PPE. The employee may be required to perform repetitive tasks.

Mental Demands:

Stressful because of meeting delivery demands and variety of responsibility between people, products, facilities, and equipment.

**Employee must conform to all Tandemloc, Inc. safety rules and procedures.*

ACKNOWLEDGEMENT:

I acknowledge receipt and understanding of this job description. I have read and accept the duties and responsibilities and understand these are subject to change. I also understand this description does not constitute a contract of employment nor alter my status as an at-will employee.

Print Name: _____

Employee Signature: _____

Date: _____

End of Document

Must return with these additional forms:
- Form 5008-57 VSI Protected Veteran Status
- Form 5008-58 VSI Disability

*Return Application and above forms
to Human Resources



TANDEMLOC, Inc.
An Equal Opportunity Employer
Application for Employment
(Effective for 90 days ONLY)

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

TANDEMLOC, INC. is committed to providing equal employment opportunity to all applicants and employees regardless of their race, creed, color, religion, sex, age, national origin, disability, military service, protected veteran status, genetic information, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. We are strongly committed to this policy and believe in the concept and spirit of the law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on TANDEMLOC, INC.. Please inform the company's HR representative if you need help completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY	STATE	ZIP CODE	
Contact Number (_____)			Date available for work _____	
Alternate Contact Number (_____)			Email _____	
Are you legally authorized to work in the United States? ☐ Yes ☐ No				
Do you now, or in the future, require immigration sponsorship for work authorization (e.g., H-1B)? ☐ Yes ☐ No (If hired, verification will be required consistent with federal law.)				
Are you at least 18 years old? ☐ Yes ☐ No (If no, you may be required to provide authorization to work.)				

POSITION INFORMATION

Position applied for: _____		Salary range expected: _____
How did you learn about the position? _____		
Applying for:	☐ Full-time	☐ Part-time ☐ Seasonal/Temporary
Can you meet the time requirements of the position? ☐ Yes ☐ No		
Please list any certifications or skills that may be on value in this position: 		

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School or G.E.D. equivalent				
College or University				
Graduate School				
Vocational, Trade or other School				

Describe any education course(s), subjects of special study or technical programs you are currently enrolled in or have completed:

BACKGROUND INFORMATION

Have you ever been discharged, suspended, or asked to resign from any position? ☐ Yes ☐ No

If yes, please explain.

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. _____

Have you ever been convicted of a crime, other than a minor traffic violation, that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest. ☐ Yes ☐ No

Explain:

Note: Answering "Yes" does not necessarily preclude you from employment as we perform individualized assessments for all applicants.

PROFESSIONAL REFERENCES

List three professional (i.e. work or educational) references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Telephone No. () _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. () _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. () _____
Email Address _____	Type of Acquaintance _____

Have you worked for TANDEMLOC, INC. before? ☐ Yes ☐ No

If yes, Job Title: _____

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar post-employment restriction or agreement with your current or any prior employer? ☐ Yes ☐ No If yes, explain:



EMPLOYMENT RECORD

List all employment experience starting with the most recent or present employer, including US military service or training. **Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? ☐ Yes ☒ No If not, why? _____ Salary _____ per _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____ _____ _____
Prior Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? ☐ Yes ☒ No If not, why? _____ Salary _____ per _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____ _____ _____
Prior Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? ☐ Yes ☒ No If not, why? _____ Salary _____ per _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____ _____ _____



PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

1. I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with TANDEMLOC, INC.
_____ Initials
2. I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with TANDEMLOC, INC.
_____ Initials
3. I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, credit history and other matters related to my suitability for employment. The offer is contingent upon the successful completion and outcome of the background check. I understand that a separate disclosure and consent form will be provided to me prior to any background check.
_____ Initials
4. I understand employment with TANDEMLOC, INC. is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
_____ Initials
5. I authorize TANDEMLOC, INC. and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 2 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.
_____ Initials
6. I hereby certify that, if employed, my employment with TANDEMLOC, INC. will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.
_____ Initials
7. **I understand and agree that, if hired, my employment will be "at-will", which means employment is for an indefinite period of time and may be terminated by myself or TANDEMLOC, INC. at any time, with or without cause, and with or without notice.**
_____ Initials
8. I understand I will be required to have my paycheck direct deposited as a condition of employment.
_____ Initials
9. I certify that all of the above information is true and complete, and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.
_____ Initials

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's Signature _____ Date _____

Disposition Code: _____



VOLUNTARY SELF-IDENTIFICATION of PROTECTED VETERAN STATUS

As a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, TANDEMLOC Inc. is required to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean Conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans, please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

- ☐ **I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW**
- ☐ **I AM NOT A PROTECTED VETERAN**
- ☐ **I DO NOT WISH TO ANSWER**

Printed Name: _____ **Date:** _____

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separate veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military ground naval or air service participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.