

Posting – Toyota Planning Center Co-op

Toyota Motor Engineering & Manufacturing North America, Inc (TEMA) is the alignment of Toyota's North American R&D and manufacturing operations, joining the operations, planning and technical functions. Established in April 2006, TEMA strengthens Toyota's North American customer focus, through improved supplier cooperation, overall speed, flexibility and attention to quality. TEMA headquarters in Erlanger, KY, house the Toyota Operations Center and the Toyota Planning Center. The main offices for the Toyota Technical Center are in Ann Arbor, MI. This is an opening in our Co-Op Program. The Co-op assignment will be with the Toyota Technical Center (TTC). In order to be considered for the position, you must meet the criteria of our Co-op Program including GPA, Satisfactory Driving Record, as well as being enrolled as a Student.

Terms: Summer 2009 (May - August)

Department: Safety & Security

Preferred Education: Sophomore, Junior or Senior pursuing a Safety, Security or Occupational Health and Environmental Studies Degree

School Requirements: Candidates with a GPA \geq 3.0 (Cumulative) will be considered.

Preferred Software Skills: Ability to use different search engines for information retrieval - Google, Explorer, etc; Proficient in Microsoft Office including Word, Excel and PowerPoint

Primary Duties/Responsibilities:

- 1) Research, write and train Team Members on various Safety/Security programs
- 2) Update existing Safety/Security Programs and maintain safety manuals
- 3) Assist with employee orientation training
- 4) Work on various security and environmental issues
- 5) Conduct workstation ergonomic evaluations

Ideal Candidate: Motivated individual with excellent verbal and written communication skills and a thorough understanding of MIOSHA standards

Location: Ann Arbor, MI

Interested candidates should send an email to **Ryanne Prost** at ryanne.prost@tema.toyota.com with the subject line "**SSE Safety Co-op**". Please include an updated copy of your resume and attach an unofficial copy of your college transcript **by 12/23/2008**.

Additionally, please answer and include the following questions with your reply:

1. Are you legally authorized to work in the United States immediately? (Yes/No)
2. Are you legally authorized to work in the United States indefinitely? (Yes/No)
3. Are you able to work at least 40 hours a week for the Summer 2009 (May-August) term?
4. How many total non-consecutive co-op terms are you available prior to graduation (prefer 3 rotations)?
5. Please list specific dates for each non-consecutive co-op term you are available for prior to graduation (for example: May 4th –August 24th, 2009)?
6. We are located in Ann Arbor, Michigan, is this location ok? In addition, we also recruit for positions in Gardena, CA and Boston, MA, are these locations ok?
7. At Toyota, safe driving is very important. Have you had any driving offenses, including speeding tickets in the last three years? If so, how many?
8. Please provide your current cumulative GPA?