



# EMERGING LEADERS PROGRAM INTERNSHIP

The Emerging Leaders Program Internship (ELP Internship) is a summer program designed to introduce entering junior or senior college students majoring in Construction Management, to career options in the industrial construction industry. The program focuses on real-world project-based skills needed to enter the Construction Management field upon graduation. Aside from gaining invaluable experience, interns get a glimpse into a career with Matrix Service Company. Outstanding interns who are future leaders in the construction industry may get an invitation to join our post-graduation Emerging Leaders Program (ELP).

Over a 3-month period, ELP interns will engage in training focused on gaining professional experience and industry knowledge, as well as building business and leadership competencies. Our ELP Internship takes a blended approach to development and including training sessions, experiential learning, hands-on project work, social events, self-directed learning, and mentorship.

**A HIGHER STANDARD IN RECRUITING.**

**“The exposure to multiple levels of leadership offered me a unique experience which constantly broadened my understanding of the industry, forced me to think critically, and challenged me to act as a reflection of my values.”**

**- 2016 Intern**

**A HIGHER STANDARD IN RECRUITING.**

## GET TO KNOW US

Founded in 1984, Matrix Service Company is a top-tier engineering, construction and maintenance company that, through our subsidiaries—Matrix Service, Matrix NAC, Matrix PDM Engineering and Matrix Applied Technologies—designs, builds and maintains infrastructure critical to North America’s energy, power and industrial markets.

Historically known as the leader in the design, construction, repair and maintenance of aboveground storage tanks and specialty vessels, the Company has expanded its services to provide engineering, procurement, fabrication and construction solutions on complex infrastructure projects—from API 650 storage tanks or specialty vessels with cryogenic applications to material handling systems.

Headquartered in Tulsa, Oklahoma, Matrix provides coast-to-coast solutions for its customers, operating from more than 30 offices across the U.S. and Canada, as well as in Sydney, Australia, and Seoul, South Korea. To learn more, visit [matrixservicecompany.com](http://matrixservicecompany.com).



## OUR VALUES

**COMMITMENT TO SAFETY**

**POSTITIVE RELATIONSHIPS**

**COMMUNITY INVOLVEMENT**

**INTEGRITY**

**STEWARDSHIP**

**DELIVERING THE BEST**

For more than 30 years, it is these core values that have forged our reputation and that our future leaders will continue to exemplify.

**“What really drew me to Matrix was the fact that we have so many opportunities for women in construction and engineering.”**

**— 2017 ELP member**

For more information  
please contact  
**866 367 6879**  
[matrixservicecompany.com](http://matrixservicecompany.com)

## GET TO KNOW THE PROGRAM

Consistently recognized as a Great Place to Work™, Matrix Service Company and its subsidiaries strive to recruit, hire, and develop high-caliber students of Construction Management (and related degree programs). Our goal is to provide ELP interns a robust, meaningful experience — one that helps them develop the skills needed for future employment, and that introduces them to the varied opportunities available in our industry.

Our ELP Internship incorporates internship “best practices” from NACE (National Association of Colleges and Employers) and focuses on identifying and developing suitable candidates for future placement in the Company.

The ELP Internship takes college students through an array of professional growth activities to accelerate their acclimation to the Company, industries served, and the professional world.

Key components of the program include:

- Office / project experience
  - Through hands-on, real-life work under the supervision of seasoned Matrix employees
- Networking with employees of all levels
  - Through formal and informal settings, facilitated by Program Managers and Supervisors
- Mentoring from the Emerging Leaders Program
  - Through periodic meetings with the assigned ELP mentor, who serves as a resource/guide to the ELP intern
- Development opportunities
  - Through formal and informal activities, including participation in training events and completion of various assignments

## PROGRAM STRUCTURE

The program focuses on introducing ELP interns to our business and allowing them to develop practical skills that will facilitate their success as future employees through a structured development plan, as follows:

### **Program Orientation, Tulsa, OK (Week 1)**

ELP interns will learn about the Company (history, culture, values, procedures, and our business), as well as the program, and expectations the Company has of ELP interns.

### **Project & Office Assignments (Weeks 2-12)**

Assignments will be determined with the help of the Business Unit and will vary based on projects and opportunities available. They will include activities and assignments that aim to increase the ELP interns’ understanding of our business and build hands-on experience.

During the project assignment, ELP interns will receive additional training, as needed for them to perform their jobs.

ELP interns may spend part of their assignment in the office and part of the assignment in the field, getting hands-on experience in a variety of environments.

In addition to the Program Orientation and Project & Office Assignments, ELP interns will be assigned activities to enhance their professional skills. These activities involve a combination of online training, videos, and articles in a variety of topics, such as:

- Professional development
- Business etiquette
- Health and safety
- Business ethics
- Written communication
- Decision making
- Critical thinking
- Information security management

**“A typical day as an ELP member is exploratory. Yes, you may have certain tasks assigned to you such as estimate a job, write up a bid, do a job walk, forecast costs, etc., but the key to unlocking the best of each day as an ELP is going to different employees, meetings, and jobs and either seeing where you can help or just asking if you can sit in and absorb the content. This is where the true beauty of the ELP program comes to life. You can learn anything you want.”**

**— 2017 ELP member**

# PROGRAM QUALIFICATIONS

Candidates for the Emerging Leaders Program (ELP) Internship are college-level students completing their junior year, working towards a BS/BA in Construction Management and related degree programs, and with the following qualifications:

- Demonstrated leadership experience through internships, extracurricular activities, professional experience, or community service
- High level of initiative with a strong desire to learn, acquire new skills and optimize resources
- Willingness to travel
- Flexibility to adapt to changing business needs
- Effective time and project management skills with the ability to manage multiple priorities
- Ability to think critically, conceptually and understand broad-picture perspectives
- Demonstrated analytical skills and problem-solving ability
- Excellent interpersonal skills with professional presence and demeanor
- Ability to work well independently and as part of a team
- Proficiency in the use of personal computers and technology

**“You get to work very closely with very experienced people; superintendents, project managers, construction managers... and you have access to all their wisdom. You can’t help but learn something, take something away from those relationships. I love it.”**

— 2017 ELP member

**“It’s obvious Matrix is heavily invested in this program. I know I’ll get more out of it than had I gone somewhere else.”**

— 2015 ELP member

# PROGRAM OPPORTUNITIES

Matrix ELP interns will be assigned jobs and tasks that build on their academic achievements and allow them to acquire the experience and skills necessary to understand our business, culture, and their interest in future employment opportunities within our family of companies.

There will be duties and responsibilities specific to the office/project site and unique to each intern; and program-related duties, which are meant to complement the internship experience by further developing the ELP intern’s business and leadership skills.

# HOW TO APPLY

For more information about the Emerging Leaders Internship, call us at **918 359 8203**, email [hr@matrixservicecompany.com](mailto:hr@matrixservicecompany.com), or visit [matrixservicecompany.com/employment](http://matrixservicecompany.com/employment).

