



## Summer Internship Program May 28, 2019 - August 9, 2019 Job Description

**Department Name:** Biology  
**Supervisor Name:** Steven Kosztya  
**Timesheet Approver:** Steven Kosztya  
**Assignment/Location/Campus:** Metropolitan Campus, 2900 Community College Ave., Cleveland, OH  
**Job Category:** Health Care/Laboratory  
**Number of Openings:** 1 **Work Schedule/Hours:** TBD, 2 Days a Week/5 Hours a Day  
**Internship Duration:** 10 Weeks  
**Internship Dates (Starts/Ends):** May 28, 2019 / August 9, 2019

**Department Description (e.g. mission statement, department responsibilities):**

Our mission is to supply all of the consumables and equipment necessary to complete a scientific experiment, as designed by the professor of the particular laboratory section. The Preparation Group correlates with the department or professor to provide a laboratory experience and enhance the learning objectives of the course segment.

**Job Responsibilities:** (e.g. functions and/or projects):

- Job shadow a technician and actively contribute to all phases of a routine experimental set-up (i.e., reviewing test plans, securing materials and equipment, calculating solution concentrations, the final set-up of the lab, and the taking down of the experiment)
- As part of a project, develop an in-house laboratory preparation manual that will be used as a training and reference tool for future interns or work-study students, with elements specific to the General Biological work of the department.

**Requalified Qualification:** (e.g., declared major, specific coursework, competencies, etc.)

- A strong interest in scientific technical applications and hands-on involvement with projects
- Completion of 2 years of any high school level science courses
- Basic math skills and familiarity with a hand-held calculator
- A basic familiarity with common scientific units (grams, meters, etc.)
- Good oral and written communication skills

**Preferred Qualifications:** (e.g., declared major, specific coursework, competencies, knowledge, skills, and abilities)

- Science or technical field major desirable (but not necessary)
- Basic knowledge of Microsoft Office (Word, Excel, and internet applications)