



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

Department Name: Chemistry/Physics
Supervisor Name: Steven Kosztia
Timesheet Approver: Steven Kosztia
Assignment/Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category: Healthcare/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 that explains and enhances the learning objectives of a particular course segment.

Job Responsibilities: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Job shadow a technician and actively contribute to all phases of a routine experimental set-up (i.e., securing materials and equipment, calculating solution concentrations, the final set-up for the lab, and 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

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 calculation
- A basic familiarity with common scientific units (grams, meters, etc.)
- Good oral and written communications 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