



## **2020 NYSCF Summer Internship - Programs Administrative Track**

The New York Stem Cell Foundation (NYSCF) is a rapidly growing and highly successful nonprofit whose mission is to accelerate cures through stem cell research. We are a vibrant, growing organization that advances cutting-edge stem cell research in our own laboratory and through support for talented scientists at other institutions.

NYSCF is seeking applications for talented Program Administrative Interns to spend 10 weeks at the NYSCF Research Institute engaged in a research project under the guidance of one of our administrative staff. By joining one of the teams at the office headquarters, which range from scientific programs to communications and government relations to external affairs, among others, interns are exposed to the inner workings of a nonprofit research institute and all the non-science activities that go into making research possible.

Prospective interns are matched with mentors based on available projects, relevant experience, and common interests.

### **Applicant Requirements:**

- Must be currently enrolled as a full-time undergraduate or graduate student at an accredited institution, and also have completed at least one year as a matriculating undergraduate student at the time of internship. Recent college graduates and graduate students are also welcome to apply.
- Must be a United States Citizen or Permanent Resident Alien at the time of applying or a foreign applicant with appropriate visa documentation, as required by U.S. Immigration, valid for the course of the Internship.
- Preferred undergraduate cumulative minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale for all completed courses as a matriculating student.
- Applicant must be 18 years or older at the time the internship begins.
- The applicant should have an interest in stem cell research and have the ability to work and communicate effectively in a fast paced, multi-disciplinary team.
- A high proficiency in both Mac and PC computer, Microsoft Word, Excel, PowerPoint is required.
- The NYSCF Summer Internship program will run 10 weeks; June 1, 2020 – August 7, 2020, 5 days per week 9:30am – 5:30pm (excluding holidays) in Manhattan. Candidates must be able to attend the full program.

**For more information and application requirements please visit:**

<https://nyscf.org/summer-internship>