2021 NYSCF Summer Internship
Programs Administration 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 Programs 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, interns are exposed to the inner workings of a nonprofit research institute and all the non-science activities that go into making research possible.

Past internships have been offered in the departments of:
- Scientific Communications
- Government Relations
- Legal / Intellectual Property
- Business Development
- Finance / Operations
- Development / Advancement / Fundraising

Prospective interns are matched with mentors based on available projects, relevant experience, and common interests. Please indicate your field(s) of interest in your essay questions and cover letter.

For more information and application requirements, please visit: https://nyscf.org/summer-internship

All applications and supplementary material must be submitted via our online portal by: February 19, 2021, 5:00pm Eastern
PROGRAM DETAILS

The NYSCF Summer Internship Program will run 10 weeks; June 7, 2021 – August 13, 2021, 5 days per week 9:30am – 5:30pm Eastern (excluding holidays). For Summer 2021, Programs Administration internships will primarily take place offsite and be conducted remotely.

All interns will participate in a comprehensive curriculum designed to broadly expose interns to all functions of the organization and the field of stem cell research.

Candidates must be able to attend the full program. This is a paid position.

ELIGIBILITY CRITERIA

To be eligible, candidates must:

- 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.

APPLICATION DETAILS

The application components include:

- Contact and other relevant administrative details
- Complete resume/CV, cover letter, and transcript
- Essay questions relating to the Programs Administration track
- Two letters of reference (one required, one optional)