



## **2023 NYSCF Summer Internship Programs Administration Track**

The New York Stem Cell Foundation (NYSCF) Research Institute 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 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 and Outreach
- Nonprofit Program Management / Education & Outreach
- Legal / Intellectual Property
- Business Development
- Finance / Operations
- Development / Advancement / Fundraising
- Human Resources

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\*\*](https://nyscf.org/summer-internship)

All applications and supplementary material must be submitted via our online portal by:

**January 6, 2023, 5:00pm Eastern**

## **PROGRAM DETAILS**

The NYSCF Summer Internship Program will run 10 weeks; June 5, 2023 – August 11, 2023, 5 days per week 9:30am – 5:30pm Eastern (excluding holidays). **For Summer 2023, Programs Administration interns are invited to join us onsite at The NYSCF Research Institute in New York City.** We are monitoring the pandemic closely and will update selected interns accordingly. **Opportunities for virtual and hybrid internships are also possible.**

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, with the following structure:**

- Undergraduates - \$16/hour
- Recent graduates (of an undergraduate program) - \$18/hour
- Graduate students - \$20/hour

## **DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

NYSCF is committed to fostering diversity, equity, inclusion, and belonging (DEIB) in STEM. Overcoming the impact of systematic racism, sexism, and other discrimination that has systematically marginalized certain groups from STEM research is critical for a productive, innovative scientific community. NYSCF strongly encourages applications from applicants of all ethnicities, cultures, religions, nationalities, abilities and disabilities, sexes, gender identities, sexual orientations, geographic locations, and socioeconomic statuses.

We invite all applicants to voluntarily self-identify their race and gender. Submission of the information on this form is strictly voluntary and any responses (or non-responses) to this section will not affect the review of your application.

## ELIGIBILITY CRITERIA

To be eligible, candidates must:

- Be currently enrolled as a full-time undergraduate or graduate student at an accredited institution and 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.
- 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.
- Be 18 years or older at the time the internship begins (June 5, 2023).
- Have an interest in stem cell research and the ability to work and communicate effectively on a fast paced, multi-disciplinary team.
- Have high proficiency in both Mac and PC computer, Microsoft Word, Excel, PowerPoint.

NYSCF prefers candidates also:

- Maintain an undergraduate cumulative minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale for all completed courses as a matriculating student.

## APPLICATION DETAILS

The application components include:

- Contact and other relevant administrative details.
- Complete resume/CV, cover letter, and unofficial transcript.
- Answers to the Programs Administration track essay questions:
  - Why do you want an internship at NYSCF?
  - What do you see as the most promising application of stem cell research?
  - What are your long-term career aspirations?
  - Please pick one or two department(s) (full list in application portal) and explain how you would contribute to that team and what you hope to learn.
- One letter of reference (must be submitted by **January 6, 2023**).

Applicants may also include:

- A second, optional letter of reference.