

PROFESSIONAL CAREER INTERNSHIP PROGRAM

UNIVERSITY STUDENT PROGRAM INTERN

DIVISION Educational Programs and Outreach

TIMING OF INTERNSHIP June 1 – May 31 (1 year)

Argonne National Laboratory, one of the U.S. Department of Energy (DOE)'s major research centers, is pleased to announce this opportunity for Undergraduate students to join the Argonne team as interns in its Educational Programs and Outreach team.

Argonne's Educational Programs and Outreach goal is to connect today's world-class research to tomorrow's STEM problem solvers. This internship position within Education's University Student Programs team will focus on supporting internship student programming (summer, fall, spring), attending and preparing for fall student recruitment activities, and spring season data analysis and program development.

COMPENSATION

The salary range is based on academic rank, academic discipline, and prior experience.

HOURS

Summer – 40 hours per week
Academic Year – 10 to 30 hours per week (flexible/can negotiate)
Actual schedule will be determined upon hiring.

ABOUT THE INTERNSHIP

The internship student will be responsible to assist and help facilitate in the following activities but not limited to:

Summer

- Orientation sessions for new internship students
- Networking and social events for students throughout the summer
- Provide internship participants guidance in 1:1 and group settings

Fall

- Prepare promotional materials for recruitment of students
- Attend student recruitment events and conferences
- Support fall internship cohort

Spring

- Assist with recruitment reporting, analysis, and report writing
- Work with team to build summer internship programming
- Support spring internship cohort

STUDENT REQUIREMENTS

Students seeking this internship should have the following qualifications:

- Currently enrolled full-time at an accredited U.S. institution and completed at least 1 year as a matriculated undergraduate student at start of internship
- Undergraduate cumulative minimum grade point average (GPA) of 3.0 on a 4.0 scale
- U.S. citizen or Legal Permanent Resident at the time of applying
- Experience with Microsoft Office Products (Word, Outlook, Excel, and Teams)
- Ability to prioritize and manage multiple projects simultaneously
- Excellent written and oral communication skills

TO APPLY

Please [complete the online application](#). Send resume, cover letter, and two (2) letters of recommendation to students@anl.gov. Please reference the position to which you are applying.

DEADLINE:

Friday, April 23, 2021

FOR MORE INFORMATION Educational Programs

Argonne National Laboratory
www.anl.gov/education

Host Division

Educational Programs and Outreach
www.anl.gov/education/undergraduate-programs