Job Title: APS Summer Internship (Engagement Department)
Classification: Non-Exempt
Department: Engagement
Reports to: Senior Director, Membership Growth & Engagement and Constituent Engagement Specialist
Date: April 2021
Duration: May 1st, 2021 to August 30th, 2021

The American Physiological Society (APS) was founded in 1887 and is a global leader in expanding knowledge related to biological function. It connects a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines. The members are advancing treatments and cures for everything from cancer, and heart disease, to obesity and addiction. They are also deepening insight into living organisms generally, helping us to better understand how things like climate change are affecting the world around us.

APS is seeking to hire two (2) dynamic and energetic interns eager to assist the Engagement department in crucial projects that align with the organizational strategic goals.

Essential Functions:
1. Fulfill tasks set out by the Engagement department.
2. Perform research at the request of the Engagement department on Institutions and enter collected data into a spreadsheet.
3. Manage membership databases and input information, data, and records, which includes:
   a. Assign GRID (Global Research Identifier Database) ID to standardize APS membership records
   b. Research Emeritus status of existing members
   c. Clean up duplicate records

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:
1. Communication (Verbal and Written)
2. Research and analytical skills
3. Excellent organizational skills
4. Collaboration
5. Sound judgement
Preferred Education and Experience:
- A strong desire to learn along with professional drive
- Excellent knowledge of MS Office
- Current enrollment in a BS, BA, or Master's degree
- Ability to multitask

NOTE: The two (2) positions will be working remotely with the possibility of coming to the office sporadically to assist with organizing documents.

Please send your cover letter and resume to resume@physiology.org.

For information on the American Physiological Society (APS), please visit this site https://www.physiology.org/

EEOC:
APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.