Job Title: Fall Membership Internship
Classification: Non-Exempt Status
Reports to: Senior Director, Membership Growth & Engagement and Constituent Engagement Specialist
Date: October 25, 2021
Duration: October 2021 to December 2021
20 hours a week, Monday through Friday
Compensation: $15/hour
Location: Rockville, Maryland, working remoting with the possibility of coming to the office sporadically to assist with organizing documents

Summary/Objective:
The American Physiological Society (APS) seeks dynamic and energetic interns eager to assist the Engagement department in crucial projects that align with the organizational strategic goals. This position is a nonexempt status position, working 20 hours a week, Monday through Friday. This position is not eligible for benefits. The compensation is $15 per hour.

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

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee
frequently is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

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

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Please send your cover letter and resume to resume@physiology.org. The position is located in Rockville, Maryland, working remoting with the possibility of coming to the office sporadically to assist with organizing documents. Only candidates located in the Maryland, Virginia and Washington, DC area to apply.

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

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.