



## Internship Description

<b>Title:</b>	Research Support Intern
<b>Reports To:</b>	Science Director

### Position Overview

The Research Support Internship is an 8-week, project-based position that will report to our Science Director. This person will be responsible for organizing meetings for our Lafora Research Network as they analyze data from the Natural History Study. This includes taking notes, writing meeting summaries, and providing research support and communication between meetings of the Research Network.

The position is virtual, part-time, and flexible hours. Interns are expected to work an average of 10 hours per week and will be paid a weekly stipend of \$200 for the duration of the project. The length of the internship is eight weeks.

### Project Roles and Responsibilities

- Creating a schedule for Research Network Meetings.
- Facilitating communication between members of the Research Network.
- Taking notes during and writing meeting summaries after Research Network Meetings.
- Providing technical support and data analysis as requested by the Research Network.

### Qualifications

- A current Junior or Senior in college or a recent graduate in a medical science-related field, such as Biology or Chemistry.
- Prior medical research experience preferred.
- Excellent interpersonal communication skills and ability to develop strong, trust-based relationships.
- Comfortable with new technologies and platforms.
- Personal qualities of integrity, credibility, and a commitment to the mission of our organization.
- Proven ability to work with efficiency and flexibility.
- Self-starter, self-disciplined.
- Knowledge of Google Suite.