Argonne
NATIONAL LABORATORY

PROFESSIONAL CAREER INTERNSHIP PROGRAM

POSITION AVAILABLE

FOCUS	**Business Management – Information Systems**
DIVISION	**Technology Commercialization and Partnerships**
TIMING	**Summer (minimum 10 weeks)**

Argonne National Laboratory, one of the U.S. Department of Energy's (DOE's) major research centers, is pleased to announce opportunities for college and university graduate and undergraduate students to participate in the Laboratory's ongoing programs.

The Technology Commercialization and Partnerships (TCP) division is involved in strategy and business engagement for sponsored research and intellectual property commercialization. TCP collects and manages information and is responsible for reporting related to sponsored research and intellectual property.

This internship is focused on data, records, and information management. The ideal candidate has a strong interest in information structure, database management, content management and business processes related to these areas.

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

HOURS
8:30 a.m. – 5:00 p.m.

Monday through Friday

Actual schedule will be determined upon hiring.

ABOUT THIS INTERNSHIP

Primary areas of effort will be:

- Auditing information about Argonne's IP across databases and other sources.
- Data clean-up and standardization in databases.
- Applying taxonomy tags to records based on content review.
- Preparing content for tech transfer activities (ie. Website listings).

STUDENT REQUIREMENTS

- Ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Attention to detail and focus on accuracy and producing quality, error-free work.
- Excellent written and verbal communication.
- Adherence to strict confidentiality policies.
- Proficiency in Microsoft Office Suite;
- Familiarity with web-based document management systems and database systems.
- Ability to accept feedback throughout this educational experience.

TO APPLY
Please submit a completed application and two letters of recommendation to https://apps.anl.gov/register/bip_new.

In addition, please send cover letter including the position you are applying and resume to Lisa Reed at lisareed@anl.gov

FOR MORE INFORMATION
Educational Programs
Argonne National Laboratory
www.anl.gov/education