

**Job Title:** APS Fall Internship (Engagement Department)

**Classification:** Non-Exempt

**Reports to:** Senior Director, Membership Growth & Engagement and Constituent Engagement Specialist

**Date:** October 2021

**Duration:** October 2021 to December 2021

**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.

**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

**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.

Please send your cover letter and resumes to [resume@physiology.org](mailto:resume@physiology.org).