

Job Description for Chemistry Intern

1.0 Position, Supervisor and Salary

- 1.1 The Biology Intern reports to the Product Development Scientist. The hourly salary ranges from \$12.00 to \$15.00.
- 1.2 This position is part time depending on school schedule. Suggested 10 – 15 hours per week.
- 1.3 Position is located at the Lifecycle Innovation Center at 505 W. Industrial Blvd, Cleburne, TX

2.0 Minimum Qualifications

- 2.1 Junior, Senior, or Graduate level, actively enrolled student
- 2.2 Chemistry coursework preferred

3.0 Description of Tasks

- 3.1 Adhere to all applicable regulations, policies, and procedures.
- 3.2 Conduct routine and non-routine chemical analysis of materials and product developments, strictly adhering to procedure and training.
- 3.3 Participate in all procedure, policy, and safety trainings.
- 3.4 Document and report all experimental and test results in well-maintained laboratory notebook.
- 3.5 Track defects, test results, or other regularly reported quality control data.
- 3.6 Document testing procedures, methodologies, or criteria.
- 3.7 Identify chemical problems or areas for improvement and recommend solutions.
- 3.8 Fulfill any other task as assigned.

4.0 Skills Needed

- 4.1 *Active Listening* - Giving full attention to what is being said, asking questions as appropriate.
- 4.2 *Critical Thinking* - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 4.3 *Reading Comprehension* - Understanding written language in work related documents.
- 4.4 *Speaking* - Talking to others to convey information effectively.
- 4.5 *Writing* - Communicating effectively in writing as appropriate for the needs of the audience.
- 4.6 *Organization* – Using effective working methods and maintaining coherent arrangement of work.