



## Summer Interns

*Be an integral part of a dynamic and successful team interacting with the coolest biotech companies in the world!*

LabCentral, a collaborative workspace and launchpad for early stage biotech companies in Cambridge, is seeking engaging and enthusiastic student interns to work alongside our team. You should be a highly capable, self-directed individual who employs a high level of autonomy in your work. If you are the kind of person who not only thinks critically about problems, but also likes to take the initiative to dive into the various areas of the biotech sphere, LabCentral is the place for you.

Responsibilities will vary day-to-day depending on team placement and can be tailored to the needs of the intern. Interns who bring their ambition, enthusiasm, and drive to LabCentral will be rewarded with hands-on experience in business management, lab operations, and areas of their own interest. This internship will **not** grant students access to bench work in the wetlab space. The summer program will not only expose interns to biotech startups and co-working businesses, but also prepare them for entering the workforce via professional development seminars and trainings. This is a 10 week program with flexible hours, with the option to extend.

Interns may get exposure to the following areas:

- General Business and Administrative Operations
- Laboratory Operations and Equipment Maintenance
- Event Planning and Facilitation
- Information Technology
- Facilities Management
- Finances and Accounting
- Purchasing and eProcurement Systems
- Communications

Qualities:

- High energy, love a good challenge and enjoy creative problem solving
- A go-getter, independently motivated and eager to work on the next project that comes your way
- Be personable and naturally enjoy helping others
- Be inquisitive, detail oriented, and have a sense of humor while assisting with multiple projects

Requirements:

- Have a demonstrated interest in life science, biotechnology, or business
- Have a high school diploma or be an upcoming senior in high school

To Apply:

Only complete applications will be reviewed. Complete applications will include:

- Resume & cover letter specifically addressing your interest in this role at LabCentral. In your cover letter please include the areas of the company in which you would like exposure, and detail how this internship program aligns with your career goals.
- Please submit application through our website at <http://labcentral.org/contact/employment/>