

The Education Office of The American Physiological Society (APS) is seeking an undergraduate/college intern to work on a science-education related project for a paid internship. The hours will be approximately up to 20 hours per week for 8 weeks. The position is available immediately.

Key responsibilities are as follows:

- Scan teaching materials and workbooks into digital formats
- Check scanned materials for readability
- File all materials on the server
- Dispose of scanned materials as directed (recycle or shred/recycle)

Skills & Qualifications:

- Attention to detail
- Ability to work independently
- Strong communication skills
- Must have at least one semester of biology or a life science course
- Proficient in Microsoft Word and Excel

How to Apply:

For a detailed job description and to apply, please visit: <http://www.faseb.org/employment>

Please send a cover letter and with your resume.

For more information on APS, please visit: [www.the-aps.org](http://www.the-aps.org)

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