



Green Chemistry Institute
American Chemical Society
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Job Description

Part-Time Paid Undergraduate Intern

Fall/Winter 2005-06

The Green Chemistry Institute (GCI) is seeking Part-Time (up to 20 hours/week) undergraduate interns for 2005-2006. The internship will be a paid position at an hourly rate of \$14-\$18 per hour, determined by the academic experience of the intern. The intern will work in the GCI office located in downtown Washington, DC. The exact dates of the internship period are negotiable.

Green chemistry is the design of chemical products and processes that reduce or eliminate the use and/or generation of hazardous substances. The Green Chemistry Institute (GCI) seeks to be the premier change agent that has the knowledge, expertise, and capabilities to catalyze the movement of the chemical enterprise toward sustainability through the application of green chemistry principles. GCI seeks to achieve this vision through work in several strategic areas: education, industrial implementation, communication, international cooperation, and policy advocacy.

Responsibilities:

- Categorize existing Green Chemistry PowerPoint presentation files and develop new PowerPoint presentations on specific Green Chemistry topics.
- Perform web research and update the GCI web site.
- Review recent scientific literature and popular media for green chemistry news.
- Update existing green chemistry bibliography and glossary databases.
- Provide assistance to GCI staff on other projects, as needed.

Qualifications:

- Knowledge and enthusiasm for advancing green chemistry and engineering.
- Background in chemistry (i.e. general chemistry, organic chemistry). The intern will need to be able to read and understand PowerPoint presentations on chemical technologies, and parse them for relevant details. Preferred candidates will have completed their sophomore year of college or higher.
- Strong computer skills. Proficient in Microsoft Windows platform and applications, and experienced in online searching and research. Preferred candidates will have experience with Microsoft PowerPoint, Excel, Access, and other technical software.
- Strong writing and communication skills. The intern will need to be able to write in a clear manner and interact with GCI partners in a professional manner.
- Ability to work independently after being given initial instructions.

Outcome:

Through the work on GCI assignments, the intern will receive, in effect, an intensive seminar on the latest in Green Chemistry thinking and technologies. The intern will be given ample opportunity to exercise initiative and independent thought, even as he/she learns to work effectively in what is a very team-oriented organization. Innovation and creativity are encouraged.

Who is GCI?

GCI personnel come from diverse backgrounds and experiences, but share the conviction that green chemistry is a fundamental building block in the efforts to create a sustainable economy. We pursue GCI's mission in an entrepreneurial atmosphere in which individual creativity is bolstered by a foundation of strong teamwork. To learn more about the Institute, visit the web site:

www.greenchemistryinstitute.org

Please send the following application materials:

- Cover letter describing applicant's interest in Green Chemistry and the Institute
- Resume
- Contact information for three references
- Letter (or email) of recommendation from one reference
- Unofficial college transcript

Application materials should be sent to the Green Chemistry Institute mailbox: gci@acs.org with "Internship Application – [applicant last name]" in the subject line.

Deadline: November 7, 2005.

Applications will be reviewed on a rolling basis after the deadline.