

Job Title: PATHFINDER Summer Intern

Job Summary:

[Dana Farber/Harvard Cancer Center PATHFINDER](#) (DF/HCC PATHFINDER), a dynamic initiative which supports the funding, education and training needs of researchers studying cancer, offers an exciting summer 2023 internship opportunity for a motivated UMass Boston undergraduate student.

PATHFINDER seeks a skilled and enthusiastic undergraduate student to join our team for the summer to assist in planning summer events, collecting resources, and help us fill out a new database. The summer intern will work closely with all members of the PATHFINDER team by attending team meetings, team events, and participate on projects. The intern position does not require a background in Biology or Cancer Research (but either could be helpful) and the position may be of interest to those with experience in data science, data management, computer science, or education. The role will be hybrid – with certain days remote and others in-person at Dana Farber Cancer Institute and associated Harvard institutions. Some late afternoon/evening hours in support of events will be needed.

Applicant should be detail orientated, highly organized, well-versed in internet-based resource collection, and hold strong computer skills.

The PATHFINDER team also looks to encourage the career aspirations of this intern by providing mentorship and making available DF/HCC networks, professional development resources, and additional events at the consortium that advance the intern's goals. This position will offer \$18-\$20 per hour, 25-30 hours a week for the summer.

Interested applicants should send a resume and cover letter to Kate Varteresian (katem_varteresian@dfci.harvard.edu). Please include your name and "PATHFINDER Summer Intern Application" in the subject of the email. In your cover letter please include any experience you have with the responsibilities and skills outlined below, as well as a short explanation as to which of the outlined responsibilities are most interesting to you.

Duties/Responsibilities:

- Resource collection, curation, management on the Pathfinder webtool
- Collect resources for and help construct a Grant Writing Toolbox
- Coordinate the collection of ~500+ personnel records and ensure they are correctly populated on to a new website
- Assist with designing a course including resource collection and the development of logistical processes and procedures

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

- Proven ability to manage large amounts of personal data with discretion and care.

Education and Experience:

- High school diploma or equivalent.