



**Farm Animals Research Intern**

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

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| <b>Internship Location</b>   | Gaithersburg, MD office or remote  |
| <b>Position Grade</b>  | <b>3</b> ; background check includes Criminal Background and Social Security Number Verification   |
| <b>Focus of the Internship</b>   | Intern acquires a deeper understanding of farm animal protection issues internationally while supporting the department's work.  |
| <b>Learning Opportunities</b>  | <ul style="list-style-type: none"> <li>• Develop or hone research and writing skills</li> <li>• Develop or strengthen knowledge of farm animal welfare issues</li> <li>• Learn how to work within an academic advocacy framework</li> </ul>  |
| <b>Orientation/Training</b>  | <ul style="list-style-type: none"> <li>• Interns will be given an intern handbook and have access to a handbook covering HSUS policies.</li> <li>• Interns will be given background information about HSI-FA's programs.</li> <li>• Interns will receive training materials and guidance as they carry out projects.</li> <li>• Throughout the internship, professional staff will discuss goals of our work with intern and explain how intern's tasks contribute to those goals as well as suggest resources for increasing intern's understanding.</li> </ul> |
| <b>Intern Responsibilities</b>   | <ul style="list-style-type: none"> <li>• Research factory farming and its impacts</li> <li>• Write a white paper</li> <li>• Complete and submit Volunteer Lobbying Reporting form as requested by supervisor</li> </ul>  |
| <b>Level of Difficulty</b><br><b>1=easy/5=demanding</b><br>(physical, mental, emotional) | <ul style="list-style-type: none"> <li>• Physical difficulty is level 1; work occurs in an office/home office setting</li> <li>• Mental difficulty is level 3; requires research skills and meticulous attention to detail</li> <li>• Emotional difficulty is level 2; volunteers will be exposed to some emotionally-distressing issues at a minimal level</li> </ul>   |
| <b>Expected Environmental Conditions</b>   | Indoors/office environment; Gaithersburg, MD office is pet-friendly  |
| <b>Qualifications/Requirements for Intern Applicants</b>                                 | <ul style="list-style-type: none"> <li>• Experience writing term-paper style cited works</li> <li>• Strong communication and research skills</li> <li>• Computer literacy with proficiency in Microsoft Word</li> <li>• Able to work well independently</li> <li>• Interest in animal protection</li> <li>• Able to retrieve articles from university library preferred</li> </ul>   |
| <b>Restrictions</b>  | <ul style="list-style-type: none"> <li>• Remote interns must have access to a computer with Microsoft Word and internet access</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and HSI, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>  |
| <b>Internship Start Date</b>   | Flexible   |

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| <b>Internship Time Commitment</b>   | Minimum 10 hours/week for 10-12 weeks   |
| <b>Internship Scheduling Guidelines</b>                                   | Schedule is flexible; on-site interns can work Monday-Friday between the hours of 9 am and 5 pm                       |
| <b>Tools/Equipment Provided (including Personal Protective Equipment)</b> | On-site interns will be provided with standard office equipment, access to the Internet and a computer, if available. |
| <b>Optional Tools/Equipment</b>   | Laptop may be required if interning on-site   |
| <b>Supervisor(s)</b>  | Director Public Health and Animal Agriculture or another staff member   |
| <b>Additional Mentor(s)</b>   |   |
| <b>Number of Concurrent Internship Openings</b>                           | 1-3   |
| <b>Additional Information</b>   |   |
| <b>Updated</b>  | 6/13/2013   |