

SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Biotech**

Address of Primary Work/Study Location:

3625 24th Street

San Francisco, CA 94110

Supervisor 1

Name: Jane Doe

Title: Operations Assistant Manager

Phone: 415-555-1234

Email: janed@samplecompany.com

If you have an additional supervisor, please complete:

Supervisor 2

Name:

Title:

Phone:

Email:

Primary Responsibilities:

- Assist with organizing and labeling lab supplies, equipment, or biological samples
- Support administrative tasks such as document filing, copying, or preparing materials for reports
- Observe laboratory procedures while following strict safety and cleanliness protocols
- Input data or maintain simple logs under the supervision of staff
- Conduct basic internet research to support ongoing scientific or product development projects
- Attend team meetings or presentations to learn about biotech workflows and company goals

Please share the desired characteristics and skills of your Student Associate(s):

- Interest in science, biotechnology, or healthcare-related fields
 - Attention to detail and ability to follow instructions accurately
 - Demonstrates professionalism and respects lab safety protocols
 - Communicates clearly and asks questions when unsure
 - Works well in team settings and shows initiative when appropriate