

## **INTERN JOB OPPORTUNITY**

Date: 11-03-2016

- **Position Number/Position Title:** Intern
- **Date Position Filled by:** As soon as possible 2016/ Jan 2017
- **Function/Sub Function:** Technology Insights- Sensory Expert Panel Program
- **Description of Major Functions:**

Main responsibilities are to manage all stages of day-to-day operation of the expert panel testing program to insure the integrity and quality of the panel is maintained on a daily basis. It also includes the following:

  - Study preparation such as correctly labeling product to match randomization, coding ballots, and preparing as well as dispensing test products for evaluation
  - Monitoring for overall study quality such as timing the evaluations, ensuring the panel is adhering to the test procedures, recording deviations to test products or procedures and reporting panel issues to panel leader
  - Make all necessary references for current study
  - Maintaining testing area is organized, sanitized, and study supplies (e.g., utility wipes, tissues, reference jars weigh boats) for panel are in stock
  - Check and set-up temperature in environmental room being used and adjust if necessary utilizing the Andover Continuum software.
  - Prepare, set-up and shut down the Compusense software program
  - Collect, organize and hold ballots until report is issued and label/store retains for nine months, then prepare for disposal for chem waste
  - Prepare and process timesheets for Next Source agency
  - Overseeing the panel in the absence of panel leader
  - Assist in digitizing photos/ procedures, formatting/ updating documents and reviewing all documented references for both Personal Care and Oral Care Sensory Panels.
- **Experience Required (years of experience and skills required):** Sensory/ Flavor Science knowledge a plus
- **Competencies Required (including Technical/Functional):** Independent and proactive. Experience with sample preparation in lab environment required. Sensory/ Flavor Science knowledge a plus.
- **Education Required (level of education):** Student in Undergraduate or Graduate program
- **Hours:** 15-20 hours per week (Time Flexible) required; up to 37.5 hours per week.