

**CTL Internship
Scope of Work – Plant Portfolio Intern
Spring 2021**

This internship is a project-based role that will give the intern the opportunity to learn and understanding how a Technology Transfer office operates. It will provide practical and educational experience for the college student while contributing to the overall objectives of the Plant Portfolio.

The intern will work remotely.

Responsibilities

Primary

- Acting as initial liaison for farmers that wish to formalize their situation and obtain proper licenses, evaluation agreements or material transfer agreements (MTAs)
 - Being able to create email correspondences
 - Being able to provide customer service to external contacts

Secondary (if time permits)

- Researching and identifying unauthorized farmers that use Cornell protected plant varieties and plant selections
- Identifying potential licensees and generating company contact list
- Online Plant Catalog for the CTL website with the guidance of the Sr. Licensing and Business Development Officer

Qualifications / Requirement

- Currently enrolled at Cornell University
- Up 10 hours per week for at least two-three months commitment
- Proficiency in Microsoft Office
- Proficient in internet research
- Attention to details and well organized
- Ability to learn how to use new databases
- Interest in technologies, innovation, entrepreneurship.

Proposed wage \$12.5-\$16/hour