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 understand 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