



## Organizational Development Co-op (Summer 2022)

Battelle delivers when others can't. We conduct research and development, manage national laboratories, design and manufacture products and deliver critical services for our clients—whether they are a multi-national corporation, a small start-up or a government agency.

We recognize and appreciate the value and contributions of individuals with diverse backgrounds and experiences and welcome all qualified individuals to apply.

We are currently seeking an **Organizational Development Co-op for the Summer of 2022**. This position is **remote**. This is a part-time position up to 32 hours per week.

### **JOB SUMMARY**

We strive for work assignments that are educational and meaningful. We recognize that work experience relating to the student's career goal can be beneficial to the student in obtaining permanent employment upon graduation. The intern's duties will be of a nature similar to duties that would be assigned to a full-time employee.

Our Organizational Development intern will interact with various departments within our Battelle Education team. They will be immersed in Battelle's culture, and will have opportunities to learn about all that the company has to offer. Successful candidates will need to apply knowledge and a keen attention to detail to complete assignments with a high degree of accuracy.

### **MAJOR RESPONSIBILITIES**

Typical Organizational Development Intern assignments include:

- Work closely with members of our education, communication and finance departments to support Battelle's education initiatives and objectives
- Complete tasks and duties that assist with Battelle Education's total organizational structure as a not-for-profit, government company
- Gain hands-on experience with the departments in Battelle's education, communication, and finance
- Communicate results and progress using written and oral communication to the project team

### **THE FOLLOWING IS REQUIRED**

- Currently pursuing a bachelor's degree in Organizational Development, Business Administration, or similar
- Minimum GPA of 3.0 (out of 4.0) and a Junior or Senior in grade level
- Proficient with Microsoft Office products (Word, Excel, PowerPoint)



- Ability to demonstrate good organization, communication, problem-solving and teamwork skills
- Must be flexible with a high commitment to achieve deadlines

### **LEGAL DISCLAIMER**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, activities and skills required of staff members. No statement herein is intended to imply any authorities to commit Battelle unless special written permission is granted by Battelle's Legal Department.

As a condition of employment, Battelle will inquire about COVID vaccination status, and in the event that vaccinations are mandated at a work location (including client site and Battelle sites) we expect all candidates to comply with these required safety protocols.

Battelle is an affirmative action and equal opportunity employer. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [recruiting@battelle.org](mailto:recruiting@battelle.org).

### **BENEFITS**

Battelle is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, marital status, age, genetic information, disability, veteran-status, or any other characteristic protected under applicable Federal, state, or local law. For more information about our other openings, please visit [www.battelle.org/careers](http://www.battelle.org/careers)