



The Allen Institute's Summer Internship Program is an intensive summer experience designed to provide mentorship and research experience for associate, bachelor's, and master's degree students who are interested in furthering life sciences research.

This program is designed to share and change the culture of science by creating opportunities for people from all backgrounds to launch their career in a space where they are valued and included. We do this with an eye towards our future research community and the highest impact for our participants.

The Summer Intern Program is an opportunity to learn and gain experience working for an organization dedicated to Big, Team, and Open science. This can include participating in research that can lead to publications and presentations as well as contributing to an overall scientific mission through administrative or technology roles. Allen Institute offers a unique community in which to see, support, and engage with science in action.

**Allen Institute will post the 2024 Summer Internships on or before December 22<sup>nd</sup>, 2023.**

- The last day applications will be accepted is January 17<sup>th</sup>, 2024.
- Allen Institute offers two start dates to accommodate both semester and quarter schools: June 3<sup>rd</sup>, 2024 and June 17<sup>th</sup>, 2024. The program will run for 10 weeks.
- Interns are expected to work 35-40 hours a week throughout the 10-week period.

**Possible areas of research could include, but are not limited to:**

- Data Science and Modeling
- Neural Coding
- Bioinformatics
- Experimental Immunology
- Electrophysiology
- Imaging and Microscopy
- Neuroanatomy
- Flow Cytometry
- Viral Technologies
- Machine Learning and Deep Learning
- Reconstruction and 3D Rendering
- Administration - Communications, HR, Finance

### **Eligibility**

- Currently enrolled in an accredited associate, bachelor's, or master's program.
- 2024 graduates of an accredited associate, bachelor's, or master's program will be considered for the summer immediately following graduation.
- Must be able to start on either June 3<sup>rd</sup> or June 17<sup>th</sup>, 2024, and commit to the full 10-week internship program.
- Must be eligible to work in the U.S. for the program duration.
- Must be 18 years of age or older.

### **Intern Activities**

In addition to working with scientists across the Institute, interns will have the opportunity to participate in fun activities and workshops, attend scientific lectures, and present their work at the end of the internship period.

### **Compensation**

Interns will receive \$19.97 per hour.

### **Housing and Travel**

All interns are expected to work onsite at our Seattle, WA location throughout the 10-week program. Allen Institute offers housing and travel support for interns who need assistance with the cost of travel to Washington State or summer housing for the 10-week program.



For qualifying interns, we offer the following options:

- 1) Travel support toward a plane ticket or gas to get to WA state
- 2) Housing support toward short term summer housing costs
- 3) Full support for travel to WA state and housing costs

\*this may be subject to standard tax withholdings.

### **Transportation**

Interns will be provided with an ORCA card (Seattle transportation card) free of charge for the duration of their internship.

### **How to Apply**

- Navigate to the Allen Institute Internships jobs page and search for roles with 'Summer Intern' included in the job title. If a role does not include Summer Intern in the job title, it is not part of this program.
- Complete an application through the career portal.
- The application will ask you to submit a resume and a personal statement addressing the following topics in no more than 400 words: NOTE, this statement will apply for any applications you submit. It is one statement per candidate, not per application.
  - Tell us why you are interested in working at Allen Institute.
  - Provide a brief personal statement that describes your interest in the summer internship program and how this opportunity will be meaningful to you and your career.
- We may reach out to request additional documentation such as:
  - College transcript and Courses taken (*we accept unofficial & official transcripts*).
  - Letter of recommendation by a university official.
  - Sample of coding work.
- The last day applications will be accepted is January 17th, 2024.

### **Frequently Asked Questions**

#### **Can I apply to more than one internship position?**

Yes, you can apply to multiple internship openings. You will need to fill out a separate application for each position, however you will only upload one personal statement and it will apply for any application you submit.

#### **Will I receive a confirmation my application was received?**

Our recruiting system (ClearCompany) will generate an automated response confirming receipt of your application. Check your spam or junk folders.

#### **When will I be contacted for an interview?**

The last day applications will be accepted is January 17<sup>th</sup>, 2024. Should you be selected for next steps, you will be contacted by a hiring manager or mentor for an interview. The estimated timeframe for interview requests will be from the date you applied through March 31, 2024.



**What is the interview process like?**

You will be contacted by the mentor or a team member for a phone interview. You should expect to have phone or video interviews with both the mentor and 1 or 2 members of the team.

**Do interns receive benefits?**

Interns will accrue paid sick days and receive a free Seattle transportation card (ORCA Business Passport).

**Do you provide visa or immigration assistance?**

At this time interns must hold valid authorization to work in the U.S. for the program duration. Allen Institute will not provide sponsorship for this program.

**Additional Inquiries**

Due to the large number of applicants and inquiries, we will be unable to respond to individual inquiries about the status of your application. The Allen Institute main phone number will not be routed to the Talent Acquisition Team. Should you be selected for an interview, a team member will reach out to you directly using the contact details you submit in your application.

**I am in a Master's Program can I apply for an internship?**

Yes, this program is open to students in accredited associate, bachelor's, or master's programs.

**I will graduate from my educational program in May/June of 2024, can I still apply for an internship?**

Yes, 2024 graduates of an accredited associate, bachelor's, or master's program will be considered.

**Does the Allen Institute offer internship opportunities other than summer internships?**

Yes, we occasionally offer other internship roles in our scientific institute and administrative business units as well as a Postbac program. These roles are posted on a rolling basis on the same Internship & Postbaccalaureate careers page on [AllenInstitute.org](http://AllenInstitute.org). They will not include 'Summer Intern' in the job title and will have different program details which will be outlined in the job description.