

## Spring Internship Program FAQs

The Turner Syndrome Foundation is accepting internship applications. Interns assist Turner Syndrome Foundation managers with promoting, publicizing, and overseeing of the foundation and its day-to-day operations. This includes program-related activities and national events. The Program Managers are the foundation's liaisons with offices, partnering organizations, schools, advisors, individual participants, education officials, and state and local media. Interns are also expected to lead a project within the office for the program. Please see below for frequently asked questions:

**Q:** How do I apply?

**A:** Please send your resume and cover letter to [info@tsfusa.org](mailto:info@tsfusa.org).

**Q:** Who is eligible to apply for a spring semester internship with Turner Syndrome Foundation?

**A:** The Turner Syndrome Foundation internship program is intended for students currently pursuing a bachelor's degree at a four-year college or university. Ideal candidates have a strong background and/or major in the field of communications, political science, genetics, medicine, women's health, and/or writing/journalism. Applicants should also have an understanding of Microsoft Office programs; basic computer skills are highly encouraged. Our ideal candidates are motivated and driven students looking to gain experience in a professional environment. The internship program is meant to prepare students for a career and provide real world experience.

**Q:** Where does the Turner Syndrome Foundation internship take place?

**A:** The internship will take place at the Turner Syndrome Foundation office located in Holmdel, New Jersey. (Monmouth County) Many responsibilities can be handled virtually through cloud based user platforms.

**Q:** When does the spring internship begin and end?

**A:** A typical spring internship begins in late January/early February and ends in early May. We work with individual interns to establish start and end dates that best work with their school schedules.

**Q:** What are the daily tasks and/or requirements of TSF interns?

**A:** Some of the tasks and projects our interns work on include the following:

- Updating and compiling social media materials.
- Planning and assisting with multiple fundraisers and national events
- Designing a new public service announcement for the program
- Networking with the Turner Syndrome Foundation
- Coordinating Turner Syndrome Foundation events and meetings.
- Organizing meetings for local outreach with organizations, schools, etc.
- Compiling mailing lists and assisting in other development projects.
- Assisting in program operations

**Q:** What are the internship hours?

**A:** The Turner Syndrome Foundation is open Monday through Friday from 9:00 am - 5:00 pm. All staff, including interns, report for work during these hours.

**Q:** Can I earn credit for my internship?

**A:** The Turner Syndrome Foundation is happy to work with you to ensure you receive credit for your internship whether your internship is completed independently, through a college program or an internship program.

**Q:** Does the Turner Syndrome Foundation provide housing for interns?

**A:** No, interns are responsible for finding their own housing if they are completing their internship independently.

**Q:** Is the internship a paid position?

**A:** No