

Job Title: Analytical Laboratory Summer Intern

OC Business Title: Technician

Revision Date: 4/25/2022

PURPOSE OF THE JOB

Granville S&T has an opening for a Summer Intern to work in The Corporate Analytical Laboratory. This position is in a corporate lab that services the technical needs of all of OC's business units around the globe. The position includes routine and non-routine sample preparation which will support the characterization of various raw materials used to make our products as well as the finished product itself.

Reports to: Inorganic Analytical Lab Leader

JOB RESPONSIBILITIES, SCOPE, and CONTRIBUTIONS

Participate in group safety functions (10%)

- Continuous commitment and attention to safety in the laboratory working environment
- Dedication to housekeeping and safety meetings

Metrics:

- Participation in monthly safety meetings and safety days; housekeeping audits
- Maintaining housekeeping in area of work
- Signing off on all SOP and JHA before beginning project

Sample preparation for instrumental analysis (90%)

- Sample preparations for various analysis within the Inorganic Analytical lab
- Working with chemicals and various raw materials
- Skills include analytical weighing, dilutions, extractions, filtration, and chemical mixing

Metrics:

- Follow detailed methods and procedures, communicating observations and results
- Meeting QC specs

JOB REQUIREMENTS

MINIMUM QUALIFICATIONS:

- 2 years college course work in a hard science, Chemistry or Materials/Mechanical Engineering preferred
- Experience working in a chemical laboratory with various analytical or QC instrumentation

EXPERIENCE, KNOWLEDGE & SKILLS

- Must be able to handle movement of boxes weighing approximately 20 lb
- Diverse experience with analytical instrumentation
- Safely work with hazardous chemicals
- Attention to detail while performing repetitive work
- Proficiency in MS Office and ability to quickly learn to navigate instrument specific software
- Working knowledge of Laboratory Information Management System (LIMS) preferred but not required

ABILITIES & PERSONAL CHARACTERISTICS

- Unwavering commitment to safety
- Strong interpersonal skills
- Proven success at working independently
- Proven multitasking and planning / organizing skills
- Strong oral communication skills

Interested applicants may contact:

Cheri Clevenger, Inorganic Lab Leader

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