



**Internship title:** Supply Chain, Shipping, and Logistics Intern

**Organization:** SolarSPELL (Solar Powered Educational Learning Library)

**Location:** Tempe; remote

**Type of internship:** Non-paid

**Application deadline:** July 28th, midnight (AZ/MST)

**Start date:** August 18th

**Description:**

SolarSPELL is seeking an intern to solve and implement supply, shipping, and logistic management for our current SolarSPELL projects going to areas such as the Pacific Islands and East Africa, as well as component production for the next generation model of the SolarSPELL unit.

SolarSPELL is an offline, digital library initiative at Arizona State University that provides localized educational information and the training to build 21st-century skills in offline environments that may lack electricity, internet connectivity, and/or traditional libraries. We work with in-field partners, like the Peace Corps and the UN Refugee Agency, to build local capacities and ensure long-term, sustainable impact.

Users connect to the SolarSPELL offline, digital library over WiFi, using any WiFi-enabled device (smartphones, tablets, laptops) to freely, and safely, surf thousands of resources that are carefully curated and continually improved to meet local information needs.

More information on SolarSPELL can be found here: <http://solarspell.org>

This internship offers an exciting opportunity to contribute to improving the quality of educational information available to students and teachers around the world, whose schools may lack Internet connectivity, electricity, and/or traditional libraries, while honing your classroom knowledge to real world supply and shipping issues. Your contributions will be brought to the field and used by teachers and students, within months of your internship!

Interns will be expected to attend a new intern orientation upon the start of the internship. Ideal candidates will be detail-oriented and self-starters.

Summary: Facilitate the development and implementation of shipping and supply management programs within the ASU SolarSPELL initiative.

Essential Duties and Responsibilities:

- Develop and document processes and procedures.
- Track and communicate status on continuous improvement projects.
- Collaborate with team members and make recommendations to identify improvement opportunities.
- Develop Forms, Templates, and Workflow processes using tools like Airtable, SmartSheets, and Google tools.
- Create Dashboards and other visual tools to track key performance indicators (KPIs).
- Perform other duties as assigned. Accomplish related results as needed.

**Minimal Qualifications:**

- Enrolled in BA in Supply Chain Management or Engineering Management program at ASU.
- Willingness to learn and apply classroom study to real world situations
- Comfortable working with varying software tools
- 8 hours per week

**How to apply:** If you are interested in applying for this position, please submit a resume and cover letter to Courtney Finkbeiner at [courtney.finkbeiner@asu.edu](mailto:courtney.finkbeiner@asu.edu). All documents should be in PDF format and follow the naming style of [LastName\_FirstName\_DesiredPosition]