



**SolarSPELL**<sup>®</sup>



## **Supply Chain, Shipping, and Logistics Intern**

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

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

**Location:** Tempe and/or remote

**Type of internship:** For credit or non-paid; approximately 10 hours per week

**Application deadline:** November 22, 2024; applications are accepted on a rolling basis and will continue to be accepted and reviewed every week until the position is filled.

**Start date:** January 13, 2025

### **Description:**

SolarSPELL is looking for a Supply Chain Intern to help create and manage efficient strategies for identifying suppliers to meet our 2025 needs. As an intern, you'll support the pre-production process and manage parts for the ASU SolarSPELL Initiative. This is a great hands-on opportunity to make a real impact on global education by streamlining the supply chain and ensuring that our solar powered digital libraries reach remote, underserved areas. If you're passionate about supply chain innovation and interested in tackling global logistics challenges, we'd love to hear from you!

SolarSPELL is a global educational initiative at Arizona State University that combines solar-powered technology, digital libraries, and local capacity building. We work to build internet-ready skills and improve educational opportunities around the world. Our offline digital library is designed to bring educational content to resource-constrained locations that may lack electricity, internet connectivity, and/or traditional libraries. The SolarSPELL library emits an offline WiFi hotspot, to which any WiFi capable device (smartphones, tablets, laptops) can connect and 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 at [solarspell.org](https://solarspell.org).

Interns will be expected to attend a new intern orientation and participate in an end-of-semester presentation. Ideal candidates will be detail-oriented and self-starters.

**Essential Duties:**

- Design, implement, and improve supply chain management for the ASU SolarSPELL Initiative
- Collaborate with the team to document procedures, workflows, and best practices to streamline supply chain processes
- 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)
- Assist in other supply chain-related tasks as required, ensuring smooth operations.

**Qualifications:**

- Pursuing a degree in Supply Chain Management, Engineering Management, or a related field.
- Strong analytical and problem-solving skills with the ability to adapt to real-world logistics challenges.
- Experience or familiarity with supply chain software, project management tools (e.g., Airtable, SmartSheets), and data visualization platforms.
- Excellent organizational and communication skills, with attention to detail and the ability to work independently.
- Enthusiasm for working in a global context and making a tangible impact on educational initiatives.

**How to apply:** If you are interested in applying for this position, please submit a resume and cover letter to Cassie Barrett at [cbarre38@asu.edu](mailto:cbarre38@asu.edu). All documents should be in PDF format and follow the naming style of [LastName\_FirstName\_DesiredPosition]