



# Southwest National Primate Research Center

## Instructions for Preparation of Applications for STUDENT VOLUNTEER PROGRAM

The Southwest National Primate Research Center (SNPRC) provides educational volunteer opportunities for a limited number of students throughout the year. The student must be at least 18 years of age and currently enrolled in school. The SNPRC will match student volunteers with appropriate mentors. The availability of a mentor is not guaranteed.

### **Application Process**

Complete the application form as follows:

1. Personal information - Fill in your name, mailing address, a phone number where you can be reached during the day, your e-mail address, and the institution where you are currently a student.
2. References - Enter the names and contact information of two people who are familiar with your character who can be contacted as a reference.
3. Mentors - Interns must have a mentor on the SNPRC staff that will be responsible for overseeing that intern's volunteer training program. If the student does not have a mentor at the time of application, a mentor will be matched with the student based on availability. Student's that are interested should contact Ms. Theresa Knox (tknox@sfbgenetics.org) for more information on the program and to discuss possible choices of mentors.
4. Attachments - Include with your application form a transcript of your grades, and a one-page description of your interests and what you hope to gain from this volunteer program.
5. Submission - Either mail, fax, or e-mail the form and attachments to the address listed below. Volunteers should notify their references that they may be contacted by the SNPRC.

Ms. Theresa Knox  
Southwest National Primate Research Center  
P.O. Box 760549  
San Antonio, TX 78245-0549  
210-258-9626 (voice)  
210-258-9883 (fax)  
e-mail: tknox@sfbgenetics.org

**Applications are accepted throughout the year.**

**Review and Acceptance**

Applications will be reviewed by the Assistant Director, Research Resources, SNPRC and Human Resources, SFBR. Decisions regarding acceptance will be made within four weeks of application submission.

Selection criteria include

- GPA, course background
- The written letter of intent
- Verbal references
- Availability of a willing mentor
- Background check

The number of volunteers accepted will be set by the availability of mentors.

**Procedures Following Acceptance**

Upon acceptance, each volunteer will be required to follow SFBR Policies and SNPRC Standard Operating Procedures. Volunteers may also be required to attend in-house safety training, be vaccinated or tested for Tuberculosis and be drug-tested.

**Volunteer training program**

Volunteers will be under the supervision of their mentor or his/her designee for the duration of the volunteer period.