Integrated Procure-to-Pay Solutions Business Summer Internship Experience (BSIE) Proposal – Business Contracts Intern

Please return completed forms to: greenprocurement@ucsd.edu

**Title:** Business Contracts Intern

**Location:** 10280 Torrey Pines Center South, La Jolla, CA 92037 Suite 350

**Internship Description:**

The selected candidate will participate in the following:

1. Assist attorneys in the Business Contracts department.
   a. perform research
   b. contract drafting
   c. vendor contract revision and red-lining
   d. contract management

2. Learn an overview of the laws which govern contractual relationships.

3. Learn an overview of the laws and policies which govern the UC system.

4. Learn an overview of the policies and procedures which govern the Procurement Division.

4. Provide backup assistance for other Procurement departments as needed.

In addition, the successful candidate will be tasked with researching ways in which the Procurement Division and the University community at large can develop, promote and sustain “green” policies, procedures and/or practices.

**Number of students requested:** 2

**Name of Lead Person:** Veronica Wilson

**Mentors:** Jon Heinlein

**Number of hours per week:** 15-20