



Overview: there are four main sections of the SCALE Positions Website help manual for students:

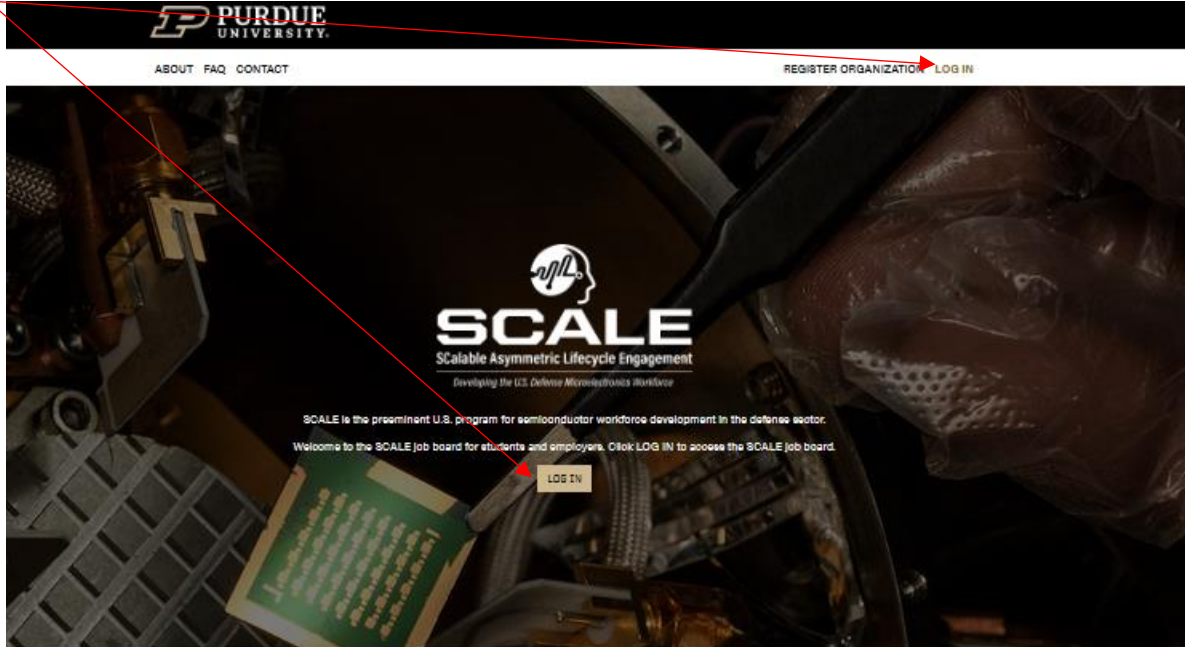
- Section 1: Logging On
- Section 2: Navigation
- Section 3: Viewing Organizations
- Section 4: Viewing and Searing for Open Positions

The SCALE Positions Website is located at <https://scale.research.purdue.edu/>.



Section 1: Logging On

Step 1: Log on: go to the SCALE Positions Website at <https://scale.research.purdue.edu/> and click “Log In” (see below).



THE GOAL

The SCALE job board connects SCALE students and employers for both internships and full-time opportunities across the 20 Universities that are part of the SCALE with government agencies and organizations and industry partners

[LEARN MORE](#)



REGISTER YOUR ORGANIZATION

If your organization is interested in working with SCALE, register your organization today and contact SCALE at scale@purdue.edu for more information

[SIGN UP](#)



[Terms of Service](#)



Step 2: Enter your email address: at the log in screen, enter your email address, then click LOG IN (note: your email address must be in the SCALE database to have access, otherwise click “Contact us!” and follow the directions).



SIGN IN

LOG IN

Need help? [Contact us!](#)





Step 3: Enter the confirmation code: you will see the screen below, and in a few minutes, you should receive an email from no-reply@purdue.edu with a 5-digit confirmation code. Enter the confirmation code below and click the “submit.”



VERIFICATION

A verification code has been sent to

Please check your inbox and enter the code below.

SUBMIT

Didn't receive the code? [Send code again.](#)

Need help? [Contact us!](#)

If you did not receive an email confirmation after 2 hours (it should be very fast unless your organization has many email filters), click “Send code again”. If you still have problems, click “Contact us!” and follow the directions.



Section 2: Navigation

Menu Bar: the Menu Bar Across the top of the SCALE Positions Website has the following functions:



ABOUT: provides a brief overview of SCALE.

OPEN POSITIONS: will list all open positions and allow you to search by Credit Hours, Career Pathway, and Organization Name.

ORGANIZATIONS: lists all organizations that are currently recruiting SCALE students for open internships and full-time positions.

FAQ: lists Frequently Asked Questions for organizations and students.

CONTACT: lists different ways to contact SCALE, including for website support (email scale-web-list@ecn.purdue.edu)

EDIT PROFILE: allows you to edit your name and email in the system.





LOG OUT: will log you out of the system.

Section 2: Viewing Organizations

Step 1: Click on “Organizations” in the Navigation Menu: You will see an alphabetical list of all the organizations currently recruiting SCALE students for internships and full-time positions. Then click on any of the organization’s links to see more information, including any open positions or their portal to all of their organization’s open positions.

Note: as of 1/19/24, there are 21 organizations listed, with more on the way!

ORGANIZATIONS

	<p>AEROSPACE CORPORATION</p> <p>RADIATION-HARDENED MICROELECTRONICS SYSTEM-ON-CHIP HETEROGENEOUS INTEGRATION/ADVANCED PACKAGING EMBEDDED SYSTEM SECURITY/TRUSTED AI RADIO FREQUENCY / OPTOELECTRONICS</p> <p><i>EL SEGUNDO, CA</i></p>
	<p>AFRL/RVSU ADVANCED ELECTRO-OPTICAL SPACE SENSORS (AEOSS)</p> <p>RADIATION-HARDENED MICROELECTRONICS RADIO FREQUENCY / OPTOELECTRONICS</p> <p><i>KIRTLAND AFB, NEW MEXICO</i></p>
	<p>AMENTUM</p> <p>RADIATION-HARDENED MICROELECTRONICS</p> <p><i>ODON, IN</i></p>
	<p>ANALOG DEVICES</p> <p>RADIATION-HARDENED MICROELECTRONICS SYSTEM-ON-CHIP HETEROGENEOUS INTEGRATION/ADVANCED PACKAGING EMBEDDED SYSTEM SECURITY/TRUSTED AI RADIO FREQUENCY / OPTOELECTRONICS</p> <p><i>WILMINGTON, MASSACHUSETTS</i></p>



Step 2: View the Details of Organizations: below are examples from The Aerospace Corporation and Keysight Technologies, both of which take a different approach to providing employment information to SCALE students.

In the example for The Aerospace Corporation, students can see information about them and their current open positions and apply to those positions by clicking on the Apply Button. You can also click on the Job Position Name to find out more details about that position.

AEROSPACE CORPORATION
EL SEGUNDO, CA

AEROSPACE

CAREER PATHWAYS

- Radiation-Hardened Microelectronics
- System-on-Chip
- Heterogeneous Integration/Advanced Packaging
- Embedded System Security/Trusted AI
- Radio Frequency / Optoelectronics

PROJECTED POSITIONS
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ABOUT US

The Aerospace Corporation is the trusted partner to the nation's space programs, solving the hardest problems and providing unmatched technical expertise. As the operator of a federally funded research and development center (FFRDC), we are broadly engaged across all aspects of space— delivering innovative solutions that span satellite, launch, ground, and cyber systems for defense, civil and commercial customers. When you join our team, you'll be part of a special collection of problem solvers, thought leaders, and innovators. Join us and take your place in space.

At Aerospace, we are committed to providing an inclusive and diverse workplace for all employees to share in our common passion and aspiration - to carry out a mission much bigger than ourselves.

Explore our state-of-the-art facilities and labs with our [Virtual Tour](#).

OPEN POSITIONS

2024 RADIATION EFFECTS UNDERGRADUATE INTERNSHIP

AEROSPACE CORPORATION
EL SEGUNDO, CA

Salary: \$26.00 (min) - \$28.00 (mid) - \$30.00 (max)
Start Date: 06/03/24 - 08/09/24

APPLY

2024 RADIATION EFFECTS GRADUATE INTERNSHIP

AEROSPACE CORPORATION
EL SEGUNDO, CA

Salary: \$30.00 (min) - \$35.00 (mid) - \$38.00 (max)
Start Date: 06/03/24 - 08/09/24

APPLY



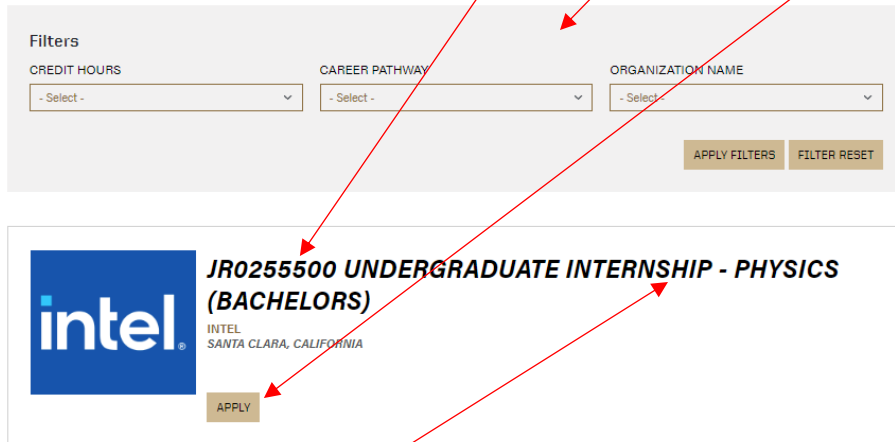
In the example of Keysight Technologies, this organization has too many positions to post on the website, so they ask students to visit their employment portal through the link below or by clicking the Apply Button. A few other organizations have similar portals, so please check through all the organizations.

A screenshot of the Keysight Technologies career page. At the top right, the text "KEYSIGHT TECHNOLOGIES" is displayed in a large, bold, black font, with "SANTA ROSA, CA" below it in a smaller, brown font. To the left of this text is the Keysight logo, which consists of a red waveform icon followed by the word "KEYSIGHT" in black. Below the logo and company name, there is a section titled "ABOUT US" with the text "Apply to internships and full-time positions at <https://jobs.keysight.com/>". Further down, there is a section titled "CAREER PATHWAYS" with a bullet point: "Radiation-Hardened Microelectronics". Below this is a section titled "PROJECTED POSITIONS" with the number "1". At the bottom of the page is a large, tan-colored button with the word "APPLY" in black. Two red arrows originate from the text in the first paragraph: one points from "the Apply Button" to the "APPLY" button, and the other points from "the link below" to the URL in the "ABOUT US" section.

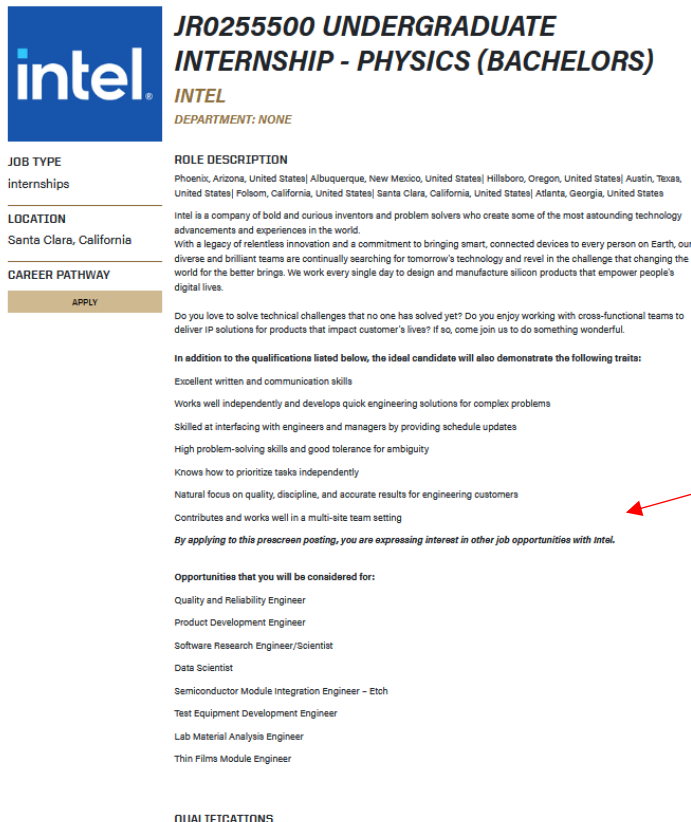
Section 3: Viewing and Searing for Open Positions

Step 1: Click on “Open Positions” in the Navigation Menu: You will see all of the open positions that you can scroll through. This information includes a Search function (explained on the next page), the Organization Name, their location, the Job Position Name, and an Apply Button that will take you to their link for you to apply.

OPEN POSITIONS



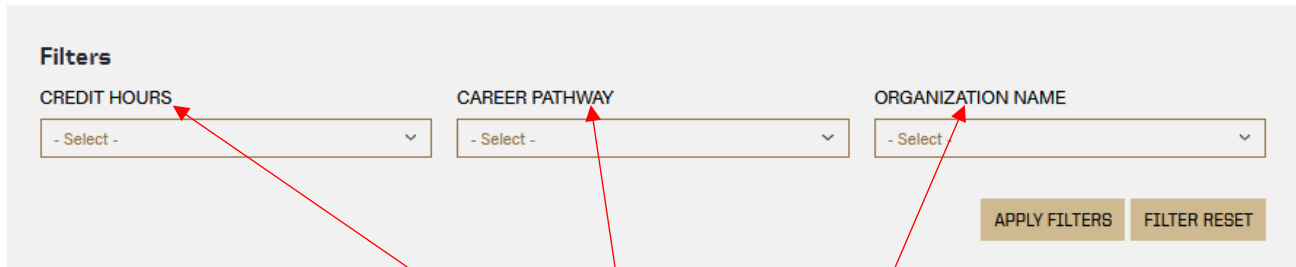
Step 2: Click on “Job Position Name” to get all the details about the job:



Typically includes job description, qualifications needed, responsibilities, minimum credit hours, min GPA, required courses, majors, etc.

Step 3: Search function

OPEN POSITIONS



Open positions can be searched by Credit Hours (Freshman, Sophomore, Junior, Senior – which includes graduate students too), SCALe Career Pathways, and Organization Name, or a combination of three. Click “Apply Filters” to search, and “Filter Reset” to reset the search.

Other things to note:

1. Some organizations, such as Keysight, Texas Instruments, and a few others, have too many open positions to post on the SCALe Positions Website. Instead, they will direct you to their web job portal. So for organizations such as these, and organizations that don’t post specific jobs, those companies will not show up in “open positions”, and you will need to look at their organization page on the SCALe Positions website.
2. Many employers ask how they will know if a student is part of SCALe. Therefore, when applying to specific organizations (this cannot be stressed enough, **STUDENTS MUST PUT ON THEIR RESUME THAT THEY ARE PART OF SCALe!!**). This information should also be included in the cover letter, and mentioned in any interviews.
3. If you experience any issues with the website, please email scale-web-list@ecn.purdue.edu for assistance. Please include details about the specific problem you are having, and if possible, include screenshots.
4. We have curated professional development resources (help with cover letters, resumes, interviewing, etc.) on Nano-HUB to help SCALe students prepare for interfacing with employers. Check it out at https://nanohub.org/groups/scale/university_partners and https://nanohub.org/groups/scale/student_resources.