MEDICAL AFFAIRS INTERN

Zipher Medical Affairs Co., LLC is a Massachusetts corporation providing consulting and contract services to the pharmaceutical industry.

SUMMARY

We are seeking talented, scientifically strong and entrepreneurial spirited individuals to work with our team for approximately 10 weeks during the summer of 2022. As part of our team, the Medical Affairs intern will engage and interact with our clients who are Medical Affairs leaders from pharmaceutical, biotechnology, medical device, drug delivery and diagnostic industries.

Our environment provides our interns with exposure to a wide variety of medical issues faced by the life sciences industry and hands-on experience with Medical Affairs projects.

Zipher’s diverse consulting assignments include therapeutic area strategy development, product opportunity assessments, development of training programs, publication and scientific communication strategy and new product launch planning. Our clients are domestic and worldwide and range in size from start-up companies to global organizations.

Interns develop their skills through formal and informal training, as well as receiving mentorship to build knowledge of the pharmaceutical industry and Medical Affairs.

POSITION

Full time, hourly (non-exempt), at-will, paid internship position

(Job Reference Code – MAI-2022)

ROLES AND RESPONSIBILITIES

- Acquire an understanding of the functions, goals and workings of Medical Affairs
- Attend observe, and participate in meetings and workshops, internal and client-facing, as requested
- Conduct research using primary and secondary sources
- Support the implementation of multiple client projects through various tasks, including but not limited to, conducting background research, organizing materials, and developing slide decks
- Edit and update PowerPoint decks, Excel spreadsheets and Word documents
- Perform all tasks with the highest ethical and professional standards
- Attend and participate in all required compliance trainings
• Comply and follow all laws, rules, regulations, etc. Including but not limited to; laws, rules, regulations, codes, guidance documents and policies associated with and/or attributed to the pharmaceutical industry (e.g., FDA regulations, PhRMA Code), Zipher (e.g., TriNet/Zipher handbook, etc.) and Zipher clients. (e.g., Client's Code of Conduct, etc.).

• Unless otherwise authorized, conduct work during Zipher business hours: Monday through Friday, from 8:30 am - 5:30 pm ET throughout the internship period.

KEY SUCCESS FACTORS

• Demonstrate ability to develop trust and maintain integrity with internal and external partners, peers, and others.

• Ensure the attainment of individual objectives and results as well as those for the assigned team.

• Achieve goals and objectives in a compliant and legal manner.

REQUIRED SKILLS AND QUALIFICATIONS

• A student in their junior year of an undergraduate degree focused on the sciences; with an expected graduation date of December 2022-August 2023

• A student in their senior year planning to enter a 1-year master's program focused on the sciences and/or health

• A student currently completing their first year in a 2-year master's program focused on the sciences and/or health

• Quantitative, analytical and problem-solving skills

• Excellent communications skills

• High-value personal qualities – resourceful, responsible, tenacious, independent, self-confident, high energy

• Candidate must be a team player, work well with others, take initiative and think strategically and creatively

• Strong Microsoft Office Suite (Excel, PowerPoint, Word) skills, preferably MAC operating systems

• Have a solid understanding as well as the technical skills to communicate and work in the virtual environment

• Pass all required background checks and required testing

• Qualified candidates must be legally authorized to work in the US.

TO APPLY

Interested candidates should apply by **January 28, 2022**, via the Zipher's Careers Page by completing the form and attaching your resume. [https://www.ziphermed.com/careers/](https://www.ziphermed.com/careers/)
Required Travel: 10-20% Required travel includes travel to Zipher Main office in Marion, Massachusetts potentially once or twice during the 2022 summer period as well as potential travel to client on-site meetings. Currently business travel is on hold.

Location: This is a remote position.

Note: The above job position is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities to this job.

**Equal Opportunity Policy Statement:** Zipher Medical Affairs Co., LLC is an equal opportunity employer committed to employing a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, gender (including pregnancy or a medical condition related to pregnancy such as breastfeeding or child birth), gender identity or expression, age, religion, national origin, ancestry, citizenship status, marital/family status, sexual orientation, participation in the armed forces (e.g., U.S. Army, U.S. Navy, etc.), veteran status, physical or mental disability, medical condition, legally protected genetic information, or any other status protected by federal, state, or local equal employment opportunity laws. Zipher will provide reasonable accommodations for qualified individuals with disabilities.

Please be advised that all legitimate electronic correspondences from a Zipher employee will come from "@ziphermed.com" email account.

-End Job Posting-