



# Jazz Pharmaceuticals

Innovation that performs

## Job Description

JOB TITLE:	<b>Clinical Operations Intern</b>	COUNTRY:	<b>US</b>
LOCATION:	<b>Remote</b>	ALT LOCATION:	<b>N/A</b>
DEPT NAME:	<b>Clinical Operations</b>	DEPT NO:	<b>Enter Department Number</b>
REPORTS TO:	<b>Clinical Operations</b>	FLSA STATUS:	<b>Exempt</b>
JOB TYPE:	<b>Temporary</b>	WORK LOCATION TYPE:	<b>Office</b>
IS POSITION SUPERVISORY?	<b>NO</b>		
% OF TRAVEL:	<b>&lt;10%</b>	TRAVEL TYPE:	<b>Choose Drop Down</b>

### Brief Description:

The Clinical Operations Intern (COI) supports non-complex clinical trial activities in support of the Clinical Operations (ClinOps) department. The COI works closely with ClinOps personnel to ensure department activities are conducted according to required activity quality standard. They will identify issues and escalates to ClinOps personnel, as appropriate. The core duties and responsibilities of the COI are delineated below.

### Essential Job Functions:

#### Job Responsibilities and Requirements:

- General administrative support to the Clinical Operations Department
- Manages limited document
- Generate all studies in the Clinical Trial Management Tool (CTMT)
- Assist in generating and managing trial dashboards
- Assist in managing trial timelines
- As needed, provide limited training and/or presentations (e.g., usage of CTMT)
- General administrative support of Clinical Operations Department storage platforms (e.g., SharePoint, Box, etc.)
- Assist in tracking of trial activities which may include but are not limited to feasibility, site selection, participant status, regulatory or ethics status.
- Routinely participates in department and/or clinical trial team meetings and participate in collaborative efforts (e.g., departmental initiatives, etc.)

#### Requirement

- Life sciences Undergraduate
- No industry experience required

- Exposure to in Good Clinical Practices (GCP) regulations and Standard Operating Procedures preferred
- Understanding of study phases and general knowledge of how they apply to clinical development is preferred
- Knowledge of Word, Excel, and PowerPoint and shared platforms (e.g., SharePoint, Box, Smartsheets)
- Strong verbal and written communication skills required

*Jazz Pharmaceuticals is an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any characteristic protected by law.*