| **Title:** Medical Affairs Intern |
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| **Department:** Medical Affairs |
| **Pay Class:** Full Time Temporary |
| **Exemption Status:** Non-Exempt |
| **Company:** TOI |
| **Travel Required:** None |
| **Location:** Hybrid 2-3 days. 101 Carnegie Center Dr, Princeton, NJ 08540 |
| **Employee Value Proposition:*** The Medical Affairs Intern at Taiho Oncology will provide the opportunity to work closely with experienced industry professionals to gain valuable, hands-on, full-time work experience. Intern will be immersed in the environment of a global pharmaceutical company and work with the Medical Affairs team on assigned projects. Our program includes instructor led trainings, career presentations by senior leadership, and a guided mentorship program to offer professional and personal development.
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| **Position Summary:*** The Medical Affairs Intern will support the Medical Affairs team on assigned projects in Medical Information, Medical Affairs, continuous improvement projects, and Strategic Scientific Communications.
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| **Performance Objectives:**Medical Affairs Projects:* Work with the project management team to understand and collaborate medical affairs operational improvement projects including planning, execution, and delivery of projects.
* Attend meetings and support team in development of medical affairs plans for marketed and pipeline products.

Medical Information: * Assist in data analyses and metric reporting.
* Support development of medical information materials for call center.
* Participate in development of scientific booth materials for global congresses.

Medical Communications:* Work with team on development and dissemination of training materials.

Medical Review:* Support Medical Review Committee (MRC) Coordinator to track and facilitate MRC materials from submission to final approval
* Assist in the maintenance of the Taiho reference libraries working with project sponsors and the system vendor to ensure that said libraries are kept current.

Final Presentation:* Prepare a presentation to provide an overview of assigned projects, key achievements, lessons learned, and suggestions to optimize intern program.
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| **Education/Certification Requirements:**  * Currently enrolled in an undergraduate program and completed sophomore year with a major in pharmacy, nursing, or related scientific discipline.
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| **Knowledge, Skills, and Abilities:*** Good communication skills.
* The ability to work as part of a team.
* Excellent administrative and organizational skills.
* Detail-oriented.
* Excellent English communication skills, both verbal and written
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| The incumbent in this position may be required to perform other duties, as assigned. |