| **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. |
| **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. |
| **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. |
| **Education/Certification Requirements:**   * Currently enrolled in an undergraduate program and completed sophomore year with a major in pharmacy, nursing, or related scientific discipline. |
| **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 |
| The incumbent in this position may be required to perform other duties, as assigned. |