



## Clinical Business Analyst Intern

<b>Target Majors:</b>	Any science related, business /organizational, management, or computer based major.
<b>Intern Assignment:</b>	Clinical Business Analyst Intern
<b>Hiring Manager:</b>	<b>TBD</b>
<b>Job Address:</b>	50 Northern Avenue, Boston MA 02210
<b>Is Location MBTA Accessible?</b>	Yes – South Station is closest T-stop
<b>Hours Per Week:</b>	20 – 24 hours
<b>Preferred Days of Week:</b>	TBD
<b>Work Hours:</b>	9am – 5pm or 8:30am – 4:40pm
<b>Pay Rate and Travel Stipend:</b>	\$15.00 /hr. + travel stipend

### Company Overview:

Vertex is a global biotechnology company that aims to discover, develop and commercialize innovative new medicines so people with serious diseases can lead better. Vertex scientists and our collaborators are working on new medicines to cure or significantly advance the treatment of hepatitis C, cystic fibrosis, epilepsy and other life-threatening diseases. Founded more than 20 years ago in Cambridge, MA, we now have ongoing worldwide research programs and sites in the United States, United Kingdom and Canada. Vertex has consistently been recognized as one of the industry's top workplaces by leading publications such as Science Magazine, The Boston Globe, Boston Business Journal, San Diego Business Journal and The Scientist.

### Job Description:

This individual will support Clinical Performance in their responsibilities around clinical trial analytics, design and development of clinical trials dashboards and business intelligence. They will be exposed to all aspects of clinical development and shadow our group as we work with and interact with multiple functions across the GMDA organization.

This is a very creative department as we develop new innovative ways to support other clinical business units in their day to day operational study management through leveraging technology to streamline, optimize and automate processes. We help bring analytics to both clinical managers and executive portfolio oversight.

As we continue to add new capabilities to our CORE dashboard tool, and as our reporting libraries expand and gain greater visibility across the organization, this individual will help us maintain and organize our marketing and communication strategy across Vertex, they will assist us in formulating key messages and presentations, manage literature, libraries, reference materials and web content in Sharepoint and Vnet.

They will be exposed to all aspects of study operational management and see how we approach this in a business operational way to educate employees on better more efficient ways to manage their workflows,

good data governance best practices and how to leverage data so that it can allow one to predict and proactively assess their studies performance.

The skills they will learn are transferable across industries as part of good organizational, business management and they will see how to combine technology with science and process to form a more stable overall infrastructure. Depending on their level of proficiency, attitude and ability to learn things quickly we will elevate their projects and autonomy to meet their abilities while also challenge them and keep them stimulated.

They will be considered part of our team and the work they do will be interesting and require use of their brain. We have a very lively team of intelligent thinkers and contributors, this is certainly not a role for an introvert as we expect this person to jump in, ask questions and speak their thoughts and opinions and contribute where they can.

***Job Responsibilities:***

- Assist and support the Clinical Performance Department in the compilation and putting together of materials for:
- Departmental and Corporate Communications and presentations in the launch of CORE (Clinical Operational Reporting Environment) tool and vSMART initiative.
- Marketing, messaging and Vnet webpage content management
- Maintenance and establish a comprehensive way to track and document reporting libraries and process roadmaps as we build them
- Some administrative duties (spreadsheet maintenance, minute taking etc) may be required.

***Qualifications:***

- Must be computer literate in Outlook / email, Word and MS Excel. Powerpoint preferable.
- Great organizational skills, attention to detail and communication / oral skills
- Outspoken, energetic, enthusiastic individual yet professional positive attitude
- Creative and innovative
- Some experience and /or comfort working in both a clinical scientific setting but also comfortable with technology, use of systems and databases.