



JOB DESCRIPTION

Medical Writer Intern

Position summary

With guidance and support from more senior scientific colleagues, the Medical Writer intern will be exposed to aspects of the medical communications field and will help support the Scientific team in the development of a variety of materials, such as journal manuscripts, learning resources, slide kits and posters and presentations for medical conferences. The Medical Writer intern will develop fundamental skills related to internal and external stakeholder communications, will gain experience in working in a fast-paced team dynamic, and complete assigned tasks that contribute to the success of the business.

Learning experiences may include:

- Researching therapeutic areas, diseases and/or pharmaceutical products to inform situational analyses and educational backgrounders
- Using diverse software applications and electronic platforms to manage project work
- Understanding processes related to:
 - Content and manuscript development
 - Internal and external content review
 - Coordination of authorship input for publication development
 - Conducting systematic literature analyses and assisting with reference retrieval and management to support scientific messaging and publication strategy
 - Internal communications and file management and organization systems

Core responsibilities

Essential Duties and Responsibilities

- Assist with project-related requests that will provide an understanding of content development in an agency setting, such as:
 - Assisting with research and compiling/presenting findings
 - Assisting with sourcing & referencing information for scientific projects and proposals, including reference retrieval and annotation of references
 - Assisting with review of manuscripts, posters, and/or presentations
 - Data checking/fact checking manuscripts, posters, and/or presentations
 - Drafting slides based on published articles
 - Assisting in the preparation of project submissions for congress and/or journal submission
- Participate in client/grantor and team meetings/calls and trainings, as appropriate
- Assist with internal projects to support company goals
- Complete and present a collaborative internship project to support company business objectives



Education, work experience and skills

- Currently matriculated student in good standing; preference given to students:
 - Entering Senior year of academic program
 - Majoring in one of the life sciences (eg, Biology, Neuroscience)
 - Expressing an interest in med comm field
- Minimum cumulative GPA must be at least 3.000 (on 4.0 scale)
- Must be eager to learn, self-motivated, flexible, accountable and can effectively handle multiple tasks at one time
- Demonstrates behavior expected of a professional member of Nucleus Global
- Ability to work in a dynamic, fast changing environment with a strong attention to detail, communicate effectively and work well in a cross functional environment
- Experience in using Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook is preferred
- Excellent interpersonal, organization, and written and verbal communication skills
- Professional letter of recommendation (academic advisor, professor, etc.)
- Submission of essay answering two of the following:
 - Why do you want this intern experience?
 - What do you hope to achieve through this internship?
 - Describe the importance of teamwork and describe an experience where you were an effective team member

Physical Requirements

The physical requirements of this position are that of general office conditions and can include but are not limited to: working alone and/or with others, complex reading and writing, analysis and comprehension, judgment and decision making, seeing, hearing and listening, sitting for long periods of time, typing and verbal contact with others. Upon request, a reasonable accommodation may be made by the Company to enable individuals with disabilities to perform the essential functions.

Core values

Respect

Demonstrates a genuine interest in the thoughts, opinions, values and needs of colleagues and clients and views differences in these areas as both inevitable and acceptable. Avoids speaking, writing or doing other things that could be seen as disrespectful of people in their absence. Recognizes and shows respect for the strengths and contributions of others.



Integrity

Behaves in ways that demonstrate personal integrity and serves as a positive example of why others should trust the motives of the Organization. Reflect the organization by following through on commitments and accepting ownership of any mistakes. Leaves others with a clear impression that integrity is a core value at this organization.

Partnership

Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals and clients (internal and external) at various organizational levels. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations.

Innovation

Has an innovative and creative approach to improvements/change. Embraces and champions new ideas and encourages others to do likewise. Recognizes and rewards people and teams who are creative and innovative.

Fun

We enjoy what we do and it shows.

Core competencies

Business and client awareness

Delivers quality work and demonstrates curiosity of the client's business needs and issues. Awareness of compliance and firewall responsibilities of Nucleus Global and the client. Creating and maintaining professional and respectful client relationships at all times.

Communication and interpersonal skills

Communicates effectively and appropriately. Delivering clear and credible information and ideas using the most appropriate medium best suited for the purpose and audience. Listens to others and allow them to make their point of view. Respectfully and appropriately challenges using negotiating and influencing as appropriate.



Creative thinking and problem solving

Application of innovation and creativity in one's thinking. Suggests or applies new ways of addressing ongoing work issues and challenges. Sees possibilities that others have not yet seen, or combines ideas and approaches that results in improvements. Addresses problems/issues/risks within the work environment by conducting research, analysis and, where applicable, consultation to reach a credible solution.

Decision-making and influencing

Investigates all viable options, along with the potential consequences/risk of each, and has the courage to make timely and well thought out decisions. Encourages input where appropriate and evaluates the effectiveness of decisions after they have been made. Appreciates other's points of view or opinions and is able to adequately influence a wide range of audiences.

Multi-tasking and flexibility

Promptly adjusts to changing conditions and demands within the workplace. Maintains flexibility and operates effectively when experiencing change. Helps others adapt in accepting the change and in explaining the rationale behind the change. Ability to manage multiple tasks and use appropriate resources to accomplish the desired outcome.

Personal development

Regular practice to take charge of self-development by soliciting timely feedback, setting priorities, and then acquiring or strengthening skills and knowledge through a variety of development opportunities. (Evaluates self and takes actions to promote support for own professional and personal development.)

Team player

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfil any commitments made to others on the team.