2019 Clinical Trial Operations, Development Program

Clinical Trial Overview

Clinical Trials are required before a new compound can be available for use by patients. A clinical study in human volunteers is conducted to answer specific health questions. Is it safe? Does it work? Is it better than what is currently offered to patients? At AbbVie, Clinical Operations conducts/manages clinical trials and provides therapeutically aligned, scientific strategy and operations management for the planning, execution and reporting of clinical development programs to enable successful global registration and commercialization of drug development projects.

For more information regarding clinical trials, please see our Clinical Trial Homepage: [https://www.clinicaltrialsandme.com/](https://www.clinicaltrialsandme.com/)

Clinical Trial Operations Development Program Description

As a member of AbbVie’s Clinical Trial Operations Development Program (CTODP), you will have three eight- month assignments over the course of two years. The roles are crafted to help you develop exceptional functional and leadership traits by working on a wide range of projects while providing exposure globally to different leaders in the company. Members will go through a robust clinical onboarding program, gain global exposure to clinical studies, and have the opportunity to shadow investigators and monitors at clinical sites. These Clinical Operations experiences will develop skills and business acumen with the goal of accelerating careers to leadership opportunities at AbbVie. Based on your discipline, you will have the following rotational opportunities located at our corporate headquarters in north suburban Chicago:

- **Clinical Program Development** - Execution of clinical study protocols and process improvements within an assigned core Therapeutic Area (Oncology, Immunology, Virology, Neuroscience)
- **Data Sciences** - Clinical database management, statistical analysis, & data process innovation
- **Clinical Drug Supply Management** - Management of planning, packaging, labeling and global distribution of clinical trial materials
- **Clinical Compliance** - Compliance, Standards - Manage Standard Operating Procedures (SOP). Assess compliance with appropriate procedures and learn clinical standards and guidelines related to GCP.
- **Clinical Training** - Implementation of clinical learning solutions ensuring compliance and regulations are met.
- **R&D Contracting** - Vendor management, contract/supplier negotiation, & agreement documentation

**Note that this is not a lab position.** Roles are operational based regarding our clinical research. This is not a track or feeder opportunity for medical students (MD or PhD/Postdoctoral) routes. From idea to results, we connect science and operations to bring clinical trials to life. For more information, please see our R&D innovation page: [http://www.abbvie.com/research-innovation/home.html](http://www.abbvie.com/research-innovation/home.html)
Basic Requirements

- Completion of Bachelor’s or Master’s Degree in related discipline:
  - Life Sciences (Molecular Biology, Cell Biology, Biochemistry, Chemistry), Nursing, Clinical Research, or related
  - Statistics, Data Sciences, Mathematics, or similar
  - Engineering (Computer Science, Bioengineering, Biomedical Engineering)
- Strong academic performance, minimum GPA = 3.0/4.0
- Previous internship or related experience required
- Must be authorized to work in the US on a permanent basis without requiring sponsorship

Preferred Requirements

- Proven track record of teamwork, adaptability, innovation, initiative and integrity
- Excellent communication, leadership, project management, problem solving, analytical skills, and business mindset
- Microsoft Excel or other database experience is a plus.

Recruitment Process

We participate in several on-campus events (such as: information sessions, career fairs and conduct interviews while on campus). Interested candidates, please check the career services schedules at your school for the recruiting event schedule. AbbVie also posts our Clinical Trial Operations Internship and CTODP positions on our career website, if your school isn’t listed, please visit [www.abbviecareers.com](http://www.abbviecareers.com)

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Posting Grade: 12
Number of Openings: 10
Job Grades are determined by the country in which the payroll is based.