2019 Clinical Trial Operations Internship

Clinical Trials 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/

Clinical Trial Operations Internship Program Description

As an AbbVie intern, you’ll participate in a paid, ten to twelve-week summer program, working on meaningful assignments that have a real impact on our business and patients worldwide. Interns will be located at our corporate headquarters in north suburban Chicago. Throughout the summer, there are planned developmental and networking activities, along with paid housing and shuttle services for eligible students.

AbbVie’s worldwide Clinical Trial Operations business offers you an opportunity to work in one of the following functional areas and collaborate with clinical sites globally:

- 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

- Clinical Training
  - Implementation of clinical learning solutions ensuring compliance and regulations are met.

- R&D Contracting
  - Vendor management, contract/supplier negotiation, & agreement documentation.

Past examples of internships have included:

- Auditing a data review for a new drug approval
- Identifying sites and vendors to use to for a new clinical trial
- Create patient dosing material for clinical site use
- Work with members of cross-functional teams (Study MDs, Site Monitors & coordinators) to create new onboarding materials

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

Basic Requirements

• Pursuing a Bachelor’s or Master’s Degree in related discipline:
  o Life Sciences (Molecular Biology, Cell Biology, Biochemistry Chemistry) Nursing, Clinical Research, or related
  o Statistics, Data Sciences/Analytics, Mathematics, or similar
  o Engineering (Computer Science, Bioengineering, Biomedical Engineering)
• Strong academic performance, minimum cumulative GPA = 3.0/4.0
• Completed at least one year of college education before beginning internship
• Must be enrolled in school the semester following your internship
• Must be authorized to work in the US on a permanent basis without requiring sponsorship

Preferred Requirements

• Proven track record of teamwork, adaptability, innovation, and integrity.
• Excellent communication, leadership, project management skills, 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 Internships and Development Program opportunities on our career website. If your school isn’t listed, please visit abbviecareers.com.

Clinical Trial Operations Development Program

AbbVie strongly considers high performing interns as candidates for their Clinical Trial Operations Development Program (CTODP) after they graduate. AbbVie’s CTODP is a two-year rotational program with three separate work assignments. The rotations are carried out in a variety of functional areas within Clinical Operations and its business partners, including Clinical Program Development, Data Sciences, Drug Supply, Outsourcing, Clinical Document Management, Medical Writing, Clinical Compliance and Standards. The goal of the program is to develop AbbVie’s future leaders, provide exposure across the business on a global scale, and forums for skill and professional development. If you are interested and want more information visit www.abbviecareers.com and look under student opportunities.