Critical Path Foundation Database Administration Intern
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POSITION OVERVIEW
The Critical Path Foundation supports the Critical Path Institute. C-Path is an independent, non-profit institute created in 2005 by the University of Arizona, SRI International and the FDA. C-Path is dedicated to bringing scientists from the FDA and European Medicines Agency, industry, and academia together in collaborative research endeavors to improve the path for innovative new drugs, diagnostics, and devices to reach patients in need. Based in Tucson, AZ with offices in Rockville, MD, C-Path’s programs address scientific, safety, and education aspects of medical product development in support of the FDA’s Critical Path Initiative. The Critical Path Foundation has one purpose - to generate philanthropic capital from both individual and [institutional investors] that directly supports life-saving drug therapy development. Our philanthropic investors provide C-Path with the capital and expertise needed to reform and accelerate the drug process.

This position has the following primary responsibilities:
(1) Validation, review and update of C-Path organizational contacts database
(2) Import and export of data from the C-Path organizational contacts database
(3) General database administrative tasks. Position will utilize vendor and internally developed tools to manage databases.

POSITION DESCRIPTION

Title: Foundation Database Administration Intern
Location: Tucson, AZ

The Foundation Contact Database Administration Intern is responsible for the following:
- Validation, review and update of C-Path organizational contacts database
- Import and export of data from the C-Path organizational contacts database
- General database administrative tasks. Position will utilize vendor and internally developed tools to manage databases.
- Work effectively with C-Path, C-Path consortia members, C-Path Foundation and external philanthropic organizations & individuals to ensure that C-Path’s organizational contacts database is maintained up to date on an ongoing basis
- Responsible to learn the effective use and application of Sales force contact relationship management software

POSITION QUALIFICATIONS

- Student actively pursuing a Bachelor’s Degree in Life Science, Data Management, or Computer Science
- Excellent interpersonal skills and problem solving/decision making skills.
- Excellent oral, written and virtual communication skills.
- Strong computer skills, including creation and management of relational databases.
- Possess the ability to effectively manage time, prepare for meetings, and prioritize project work.