Research Development Intern

Position Summary:

This position will provide exploration of a career option for those who enjoy writing. The intern will work as part of Huntsman Cancer Institute's (HCI's) Research Development team, gaining broad exposure to cancer research while learning about writing federal grants and honorary award nominations, project management, HCI cancer center infrastructure, and administrative positions in research. Most work will be completed remotely but during standard working hours, with possible in-person activities depending on interest and availability.

Job Specific Responsibilities and Accountabilities:

- Research and compile information about candidates for honorary awards
- Review and edit grant-specific information about investigators
- Create organizational charts and scientific figures
- Prepare supporting documents for federal grant submissions
- Track document status for large grant submissions
- Edit power point slides
- Other writing and editing assignments as needed

Preferred Qualifications:

- Ability to communicate effectively both verbally and in-writing
- Ability to handle multiple priorities and deadlines
- Ability to work as a member of a team
- Demonstrated attention to detail
- Majoring in a science or science-related discipline a plus

Duration:

UVU-HCI internships can begin as early as January 8, 2024 and can last up to one semester, ending May 1, 2024. It will be possible to extend the internship, with additional approvals.

Research Compliance Regulatory Intern

Position Summary:

This position will help organize, manage, and archive the Huntsman Cancer Institute's research compliance office essential human subject research regulatory documentation as required by the Food and Drug Administration (FDA), Office of Human Research Protection (OHRP), International Conference of Humanization (ICH) Good Clinical Practice (GCP), University of Utah (UofU) Institutional Review Board (IRB) as well as state and federal guidelines.

Job Specific Responsibilities and Accountabilities:

- Transfer clinical research regulatory records from one electronic document management system to another new electronic document management system as required by the University of Utah (UofU) Institutional Review Board (IRB)
- Maintain a close record of inventory and provide quality control for clinical research regulatory documents
- Systematically review and archive old clinical research regulatory records
- Create certified electronic copies of paper regulatory records and upload the electronic documents to the new documentation management system required by the UofU IRB
- Create and maintain organized systems for document management tracking
- Proficiency in using project management and software solutions to track and manage research compliance and regulatory related tasks.
- Update outdated regulatory documentation and obtain signatures, when applicable, from Investigators and clinical research staff
- Interface with the University of Utah Electronic Research Integrity and Compliance Administration (ERICA) system

Preferred Qualifications:

- Basic understanding of clinical research principles such as study design and ethical considerations
- Able to show initiative, work independently and complete tasks to meet deadlines
- Demonstrated strong attention to detail and organizational skills to maintain and manage detailed regulatory record management
- Ability to communicate effectively both verbally and in-writing
- Ability to handle multiple priorities and deadlines
- Ability to work as a member of a team
- Enrollment in a relevant degree program a plus (sciences, healthcare, clinical research interest)

Duration:

UVU-HCI internships can begin as early as January 8, 2024 and can last up to one semester, ending May 1, 2024. It will be possible to extend the internship, with additional approvals.

Talent Acquisition Intern

Position Summary:

This is an excellent opportunity for an undergraduate/graduate student to gain experience in talent acquisition! You will assist our Talent Acquisition Senior Manager and other recruiting staff, to recruit top talent to work at Huntsman Cancer Institute. You will gain exposure to the current technology we use for recruiting. You will become familiar with our applicant tracking system (ATS) and will have the opportunity to use the system (PeopleAdmin) to help with our recruiting efforts.

Job Specific Responsibilities and Accountabilities:

- Learn how to conduct initial phone interview
- Type overview summary of screened candidate to present for review by the Hiring Team
- Assist with New Employee Orientation
- Coordinate interviews for open roles
- Utilize advanced sourcing techniques to identify candidates
- Utilize Qualtrics data to share open jobs
- Reference checking on candidates in preparation to receiving an offer
- MS Outlook/Zoom scheduling
- LinkedIn – feature jobs, create tag lines to increase passive candidate pipeline
- Documenting SOP for Recruitment functions and support
- Coordinate and participate in recruiting events and other community fairs, displays
- Run reports to provide useful data
- Daily tracking activity for active job postings
- Update posting through external websites i.e., Handshake, indeed, Workforce Services
- Track new hires and ask for referrals
- Assist with Talent Acquisition co-wide supported events
- Bring new ideas using social media tools to recruit talent

Preferred Qualifications:

- Ability to communicate effectively both verbally and in-writing
- Ability to handle multiple priorities and deadlines
- Ability to work as a member of a team
- Demonstrated attention to detail
- This internship is offered remotely or in-person

Duration:

- Spring 2023 semester. Start as soon as January 8, 2024. This is a term-based position as needed, 10-15 hours each week. This work will primarily be a remote-work position, with the rare-occasion of needing to have in-person meetings.

Web Content Specialist Intern

Position Summary:

Huntsman Cancer Institute (HCI) is looking for a highly motivated individual who is wanting to develop and expand their skills as a Web Content Specialist. This role will be assisting the web administrator in maintaining HCI's public website in the Aquia Drupal platform.

Job Specific Responsibilities and Accountabilities:

- Assist with general updates such as blog posts and press releases
- Edit and proofread content for clarity, grammar, and consistency, ensuring a polished and error-free final product, as well as replacing photos and imagery
- Evaluate the organization and content of the webpages to ensure users navigate the website in an intuitive and logical manner
- Conduct quality control reviews of web pages (search for broken links, etc.)
- Assist writers by conducting an on-page SEO to enhance content visibility, including keyword research
- Gather web traffic analytics to refine and enhance the quality of web content
- Attend weekly team meetings and contribute during monthly content strategy sessions

Preferred Qualifications:

- Strong writing & editing skills
- Ability to handle multiple priorities and deadlines
- Demonstrated attention to detail
- Collaboration skills
- Able to work independently

Duration:

- Spring 2023 semester. Start as soon as January 8, 2024. This is a term-based position as needed, 10-15 hours each week. Hybrid work is available, with in-office hours Tuesdays.

Communications Specialist Intern

Position Summary:

HCI is looking for a highly motivated individual who is looking to develop and expand their skills as a Communications Specialist Intern. This role will be responsible for assisting the team with various communication-based tasks. Their duties might include clerical tasks but also helping design and create visual content, such as blog posts or videos, and helping plan and run events.

Job Specific Responsibilities and Accountabilities:

- Create visually compelling graphics for digital display monitors and other communication materials
- Collaborate with communication team staff on new ideas, directions, and tools for communication
- Writing and editing of subject matter expert's blog posts
- Interview and correspond with staff about the content of their research, projects, or work
- Content planning shadowing

Preferred Qualifications:

- Strong writing & editing skills
- Knowledge of website content management and graphic design
- Ability to handle multiple priorities and deadlines
- Demonstrated attention to detail
- Collaboration skills

Duration:

- Spring 2023 semester. Start as soon as January 8, 2024. This term-based position is needed 15 hours each week. Hybrid work is available, with in-office hours Tuesdays.

Public Affairs Intern:

Position Summary:

Huntsman Cancer Institute (HCI) is seeking an intern to collaborative with our creative team of communications and public relations professionals, and to best represent HCI to patients, staff, and the public. The intern will build skills in writing, media relations, interviewing, editing and proofreading, style guidelines, basic design, and office management.

Job Specific Responsibilities and Accountabilities:

- Writing blog posts, press releases, and informational web content
- Interviewing staff and patients for blog stories
- Editing and proofreading content to ensure quality and consistency
- Pitching to and hosting media
- Assisting with tours of HCI facility
- Working in templates to lay out various print and digital collateral

Preferred Qualifications:

- Strong oral and written communication skills
- Knowledge of website content management and graphic design
- Ability to handle multiple priorities and deadlines
- Ability to work independently and with a collaborative team
- Excellent customer service skills
- Proficiency in Microsoft Office programs (Word, Excel, and PowerPoint) a must.
- Knowledge of Adobe Creative Suite programs (InDesign, Photoshop, Illustrator) preferred

Duration:

- Spring 2023 semester. Start as soon as January 8, 2024. This term-based position is needed 15-20 hours each week with hybrid work available.

Clinical Trials Office Laboratory Software Intern

Position Summary:

The Clinical Trials Office Laboratory is seeking a dedicated intern to play a vital role in the planning and implementation of a cutting-edge software system. This software will streamline patient appointment scheduling, sample tracking, and manage study contacts, laboratory kits, and vital health information. The intern will be integral in designing the user interface and functionality of the software, ensuring optimal utilization by laboratory staff. This multifaceted role involves collaborating with the software development team, understanding laboratory workflows, and actively contributing to the creation of a robust and user-friendly software solution. This internship offers a unique opportunity to contribute to the efficiency of clinical trials through innovative software development. If you have a passion for technology and a desire to make an impact, we encourage you to apply.

Job Specific Responsibilities and Accountabilities:

- Software Development Support: Collaborate on the design and implementation of the software.
- Requirements Gathering: Assist in gathering and documenting requirements for the software's functionalities, ensuring alignment with laboratory processes and standards.
- Testing and Quality Assurance: Participate in testing to ensure a reliable system.
- Training and Support: Develop training materials and assist in staff training.
- User Adoption: Contribute to strategies that promote user adoption, providing necessary support to laboratory staff during the transition to the new software.
- Feedback Integration: Collect feedback from laboratory staff and actively participate in refining the software based on user input to enhance its usability.
- User Support: Act as a point of contact for user support, addressing queries and issues promptly.
- Scalability Planning: Contribute to planning for the scalability of the software to accommodate potential growth in the number of clinical trials and laboratory activities.

Preferred Qualifications:

- Pursuing a degree related to Health Sciences, Computer Science, Software Engineering, or Clinical Research.
- Ability to effectively communicate technical concepts to non-technical stakeholders.
- Demonstrated attention to detail.
- Demonstrated problem-solving skills and the ability to troubleshoot software issues.
- Ability to adapt to dynamic project requirements and contribute to a positive team culture.
- Understanding of the importance of data integrity and security in healthcare settings.
- Willingness to learn new technologies and adapt to evolving project needs.
- Demonstrate a strong ethical foundation, particularly when handling sensitive patient information and clinical trial data.

Duration:

UVU-HCI internships can begin as early as January 8, 2024 and can last up to one semester, ending May 1, 2024. It will be possible to extend the internship, with additional approvals.

Clinical Trials Office Regulatory Intern (DOA)

Position Summary:

This position will compare documents (FDA 1572 to Delegation of Authority Log) and find the differences and work to correct them. This is a crucial part of the Huntsman Cancer Institute's Clinical Trials Office essential human subject research regulatory documentation as required by the Food and Drug Administration (FDA), Office of Human Research Protection (OHRP), International Conference of Humanization (ICH) Good Clinical Practice (GCP), University of Utah (UofU) Institutional Review Board (IRB) as well as state and federal guidelines.

Job Specific Responsibilities and Accountabilities:

- Compare FDA Form 1572 to completed Delegation of Authority logs and look for Investigators that are different and notate those differences
- Compare those with also with the Clinical Trials Office OnCore system as well as the IRB ERICA system to ensure accuracy across all 4 areas, correcting where possible and notifying the correct teams where applicable
- Maintain a close record of what studies have been reviewed and what has been found and provide quality control for other clinical research regulatory documents
- Create and maintain organized systems for document management tracking
- Proficiency in using project management and software solutions to track and manage research compliance and regulatory related tasks.
- Update outdated regulatory documentation and obtain signatures, when applicable, from Investigators and clinical research staff
- Interface with the University of Utah Electronic Research Integrity and Compliance Administration (ERICA) system

Preferred Qualifications:

- Enrollment in a relevant degree program (i.e. Healthcare, Life Sciences, or Clinical Research)
- Basic understanding of clinical research principles such as study design and ethical considerations
- Able to show initiative, work independently and complete tasks to meet deadlines
- Demonstrated strong attention to detail and organizational skills to maintain and manage detailed regulatory record management
- Ability to communicate effectively both verbally and in-writing.
- Ability to handle multiple priorities and deadlines.
- Ability to work as a member of a team.

Duration:

UVU-HCI internships can begin as early as January 8, 2024 and can last up to one semester, ending May 1, 2024. It will be possible to extend the internship, with additional approvals.

Clinical Trials Office Regulatory Intern (eReg)

Position Summary:

This position will help organize, manage, and archive the Huntsman Cancer Institute's Clinical Trials Office essential human subject research regulatory documentation as required by the Food and Drug Administration (FDA), Office of Human Research Protection (OHRP), International Conference of Humanization (ICH) Good Clinical Practice (GCP), University of Utah (UofU) Institutional Review Board (IRB) as well as state and federal guidelines.

Job Specific Responsibilities and Accountabilities:

- Transfer clinical research regulatory records from one electronic document management system to another new electronic document management system as required by the University of Utah (UofU) Institutional Review Board (IRB)
- Maintain a close record of inventory and provide quality control for clinical research regulatory documents
- Systematically review and archive old clinical research regulatory records
- Create certified electronic copies of paper regulatory records and upload the electronic documents to the new documentation management system required by the UofU IRB
- Create and maintain organized systems for document management tracking
- Proficiency in using project management and software solutions to track and manage research compliance and regulatory related tasks.
- Update outdated regulatory documentation and obtain signatures, when applicable, from Investigators and clinical research staff
- Interface with the University of Utah Electronic Research Integrity and Compliance Administration (ERICA) system

Preferred Qualifications:

- Enrollment in a relevant degree program (i.e. Healthcare, Life Sciences, or Clinical Research)
- Basic understanding of clinical research principles such as study design and ethical considerations
- Able to show initiative, work independently and complete tasks to meet deadlines
- Demonstrated strong attention to detail and organizational skills to maintain and manage detailed regulatory record management
- Ability to communicate effectively both verbally and in-writing.
- Ability to handle multiple priorities and deadlines.
- Ability to work as a member of a team.

Duration:

UVU-HCI internships can begin as early as January 8, 2024 and can last up to one semester, ending May 1, 2024. It will be possible to extend the internship, with additional approvals.

Population Sciences Trials Office/ADAPT Intern

Position Summary:

This position will be through the Population Sciences Trials Office (PSTO)/ADAPT team. The PSTO/ADAPT supports Investigators conducting studies aimed at preventing cancer in different populations and/or at improving outcomes and the quality of life among those diagnosed with cancer. This intern will work with a collaborative team of study support staff under the direction of the PSTO research manager to support the Principal Investigators in achieving study integrity and research objectives. Individuals in this role provide support to study team members from preparing for participant visits to completing data entry. They'll receive exposure to research guidelines, ethics and practices.

Job Specific Responsibilities and Accountabilities:

- Assist the study staff with preparing study kits, entering data into the Electronic Data Capture (EDC) system
- Draft surveys, Standard Operating Procedures (SOPs), Work Practice Documents (WPDs)and other study materials
- Filing
- Mailing
- Administrative tasks
- Assist in the metabolic kitchen and freezer meal logistics (if interning for 6+ months)
- May perform study procedures

Preferred Qualifications:

- IRB CITI Course in the Protection of Human Research subjects certificate obtained within six months of hire and demonstrated human relations.
- Ability to communicate effectively both verbally and in-writing.
- Ability to handle multiple priorities and deadlines.
- Ability to work as a member of a team and independently.
- Demonstrated attention to detail.
- Excellent organization and attention to detail.
- Experience in a healthcare setting or health care certification preferred.

Duration:

Internships may begin as early as February 1, 2024 until the end of the semester (May 1, 2024). Extension of the internship may be possible for individuals desiring patient facing tasks.