

Student internship in data maintenance, analysis and stakeholder management



Basel, Basel-City, Switzerland

The Position

You will work within the Innovation Enabling Office based within Pharma Research and Early Development (pRED). Your focus will be 1) to support the integrity of the data generated and contained within the databases and 2) responsible for the generation of appropriate materials for proactive outreach, via various internal channels, concerning opportunities and outcomes of these collaborations to the Roche organisation.

Your tasks and responsibilities will depend on your degree of pro-activity and independence:

RPF (Roche Postdoc Program)

- ◆ Data maintenance (project registration, follow-up on pendings, documents upload)
- ◆ HC finance reports
- ◆ Update RADA and PharmaRes
- ◆ Check-in meetings of pending projects and create insights upon request

IMI (EU Collaborative Projects): Support IMI business operations where needed and audits

Communication/Social Media Support

- ◆ Update, curation and maintenance of Innovation Partnership gSite
- ◆ Coordinating with the appropriate stakeholders to organise, and help prepare communication of impact to promote projects to the organisation
- ◆ Develop and implement materials, including use of digital channels
- ◆ Input and help support and deliver comm's strategy for IP/IEO,
- ◆ Support in delivering events e.g. pRED Postdoc Symposium

General

- ◆ Gather, maintain, analyse and curate data within dedicated databases to ensure adequate data quality.
- ◆ Communicate closely with stakeholders and incorporate feedback to improve processes and define appropriate governance structures.
- ◆ Gain cross-functional insight into the organisation and enhance your stakeholder management skills.
- ◆ Adopt a partnership approach and identify collaborative solutions-seeking opportunities when it comes to engagement opportunities and initiatives.
- ◆ Propose suggestions for improvement to data processes and facilitate data interpretation and analytical reporting.

Who are you?

You are an **enrolled student in a Bachelor or Master program** in information systems, data management, business analytics, economics, business administration, communications or a related field. Alternatively, you are a Masters graduate, who **graduated mon longer than the last 12 months**.

Following qualifications are required:

- ◆ A self-starter with excellent communication skills, interest for communications and communication tools
- ◆ An affinity for figures/data and the ability to set these in a logical context
- ◆ Knowledge and experience with social media and knowledge about information systems is a plus, but not essential
- ◆ Excellent knowledge of the MS Office suite of programmes, but familiarity with Google applications is a plus
- ◆ Project management experience- and self-starting capabilities, openness to new topics, analytical skills and creativity
- ◆ Excellent in English

The starting date of this internship is January 2023 for **12 months**. Please clearly indicate your preferred starting date of the internship on your application. **Due to regulations non-EU/EFTA citizens must provide a certificate from the university stating that an internship is mandatory as part of the application documents.**

Roche is an Equal Opportunity Employer.

