INTERN/CO-OP JOB DESCRIPTION WORKSHEET

Department: US Market Access, D&A CoE	**Hiring Manager:**

Job Title (formatted as "Position Type, Department/Work Area" ex. Co-op Exploratory Biology, Intern Public Affairs)**:**
Data & Analytics Intern, US Market Access D&A COE

Preferred Schools: *Harvard Business School, MIT, Northeastern University, Boston University, NYU, Carnegie Mellon University, Boston College*

Job Summary:

Provide a brief summary of the department and overview of the Intern/Co-op position.

The US Market Access Data & Analytics Center of Excellence (CoE) is seeking a bright, self-motivated, and well-organized intern with a strong educational foundation in both data analytics and business process management. The CoE is responsible for driving the data strategy and enabling the use of analytics and AI/ML to address the evolving needs of the US Market Access function within Commercial. This role is an opportunity to engage directly with high-impact projects that support strategic business decision-making and operational efficiency.

Key Responsibilities:

Describe the essential, day-to-day job duties; include specifics around the project, deliverables, accountabilities, and timelines with which each job responsibility is tied and highlight the different contacts, both internal and external, with which these duties will require interaction. If a specific project has yet to be identified, provide examples of potential assignments.

1. Project Support & Execution

- Gain a deep understanding of ongoing CoE priorities, data strategy initiatives, and process improvement activities.
- Support analytics projects aligned with US Market Access priorities—examples may include formulary access analytics, payer segmentation models, or patient affordability tracking.
- Assist with managing project timelines, deliverables, and documentation to ensure key milestones are met on schedule.
- Collaborate with project owners to refine business requirements and translate them into analytical tasks or workflows.
  Contacts: Internal stakeholders within Commercial, Market Access, HEOR, Data Governance, and cross-functional analytics teams.

2. Data Analysis & Reporting

- Perform ad hoc data analysis using business intelligence tools (e.g., Tableau, Power BI, Excel) and statistical programming languages (e.g., Python, R, SQL).
- Contribute to the design of dashboards and visualizations to communicate insights to business stakeholders.
- Provide actionable insights by analyzing market trends, payer coverage data, sales performance, and access barriers.
  Contacts: Data engineering teams, data platform architects, commercial analytics managers.

3. Operational Support & Risk Identification

- Support day-to-day CoE operations, identifying gaps, inefficiencies, or risks in current data workflows and proposing solutions.
- Assist in preparing for executive or cross-functional meetings through creation of slide decks, summaries, and briefing notes.
- Help document standard operating procedures (SOPs) and process flows for critical CoE functions.
  Contacts: CoE leadership, operations managers, legal/regulatory (when needed for data governance review).

Potential Projects:

- Hold weekly data governance implementation progress update meetings and capture weekly progress
- Build Powerpoint slides and materials in preparation of Steering Committee meetings
- Help streamline a list of AI/ ML use cases by priority and business stakeholder alignment

Qualifications:

List the required education (pursuing degree, ex) and experience requirements as well as critical skills needed to achieve basic success in the role. Be specific with degree type/level, areas of educational focus, years of experience, etc. Highlight any specific equipment, technology, knowledge, or abilities the incumbent must have.

Education and Experience Requirements

- **Pursuing a Master's or Bachelor's degree** in one of the following disciplines:
  - **Data Science, Business Analytics, Health Informatics, Information Systems, Computer Science, Public Health, or related quantitative field**
- **Experience Requirements:**
  - Prior internship or academic project experience in data analysis, project management, or business operations preferred
  - Experience working in the life sciences, healthcare, or pharmaceutical industry is a plus

Essential Skills and Competencies

- **Analytical & Technical Skills:**
  - Proficiency in data analysis using Excel, SQL, Python, or R
  - Familiarity with data visualization tools such as Tableau or Power BI
  - Understanding of databases, data integration concepts, and statistical techniques
  - Exposure to AI/ML concepts or hands-on coursework/project experience preferred
- **Project Management & Communication Skills:**
  - Strong organization, time management, and multi-tasking abilities
  - Ability to work independently with minimal supervision and adapt in a dynamic environment
  - Excellent written and verbal communication skills for interacting with cross-functional teams and presenting findings
- **Knowledge & Abilities:**
  - Interest in US healthcare and market access landscapes

- o Ability to interpret and work with large datasets
- o Detail-oriented mindset with a problem-solving attitude
- o Familiarity with data governance principles is a plus