2012 Information Systems
Undergrad Intern

Job Title: Undergrad Intern (Information Systems)
Department: TBD
Function: Information Systems
Location: Thousand Oaks
Reports To: TBD

Internship Summary:

Amgen's Information System (IS) Department at our Thousand Oaks headquarters located along the southern California coast between Santa Monica and Santa Barbara (40 miles west of Los Angeles) is looking for undergraduate students with outstanding academic records and demonstrated leadership capabilities interested in 10 – 12 week internship opportunities. An internship in Amgen's IS Department is a hands-on learning experience under the guidance of an IS Manager. Interns are matched to meaningful and challenging projects. Amgen's IS groups support over 19,000 users worldwide. Amgen's internship program offers meaningful project experiences that impact patient's lives, a collaborative team environment, competitive compensation, housing benefits (for eligible candidates), executive networking events, social networking events, community volunteer project opportunities, on-site fitness center and much more.

Internship Description:

IS Business Systems Analyst Undergrad Intern:
Translates business needs into system requirements. This role will leverage the skills to clearly capture and articulate the client's processes, partner with the client to identify process improvement, and translate strategies into information solutions. Duties & Responsibilities include: Drafting and updating detailed project plans for small projects or portions of larger projects. Assists in testing, maintaining, and documenting components of information systems applications. Assists with documentation in the Functional Service Provider (FSP) and Systems support; Organization of team information on SharePoint; Verification of Configuration Items in the enterprise Change Management Database (ECMDB); Create, review, and update quick reference guides and basic process flows.
Follows standard policies and procedures in analyzing situations or data from which answers can be readily obtained.

The intern should be willing to learn the following technologies: SharePoint, Blue Works BPMN (Business Process Modeling Notation), Service-Now, and put together quick reference guides in MS Word. The knowledge domains that we'll be training the intern on include general overviews of Clinical Data Management (CDM) and various B2B (business to business) models.

Amgen retains the right to add or change the duties of the position at any time.
As an EEO/AA M/F/V/D employer, Amgen values and encourages diversity in the workplace.

Basic Qualifications:

Must be in the process of earning a Bachelors degree in Information Technology, Information Systems, Computer Science (e.g., CS, CPE, SE), Engineering, or other technical/scientific discipline.

Amgen requires that all individuals applying for an internship or a co-op assignment at Amgen must meet the following criteria:

- Must be 18 years or older;
- Must be currently enrolled at an accredited four-year college or university as a full time student;
- Must be in good academic standing within their majors and overall at their university;
- Must be enrolled in school the fall season following the potential internship or co-op assignment;
- Must not be employed at the time the internship starts;

Preferred Qualifications:

- Graduating between December 2012 and Summer 2013;
- 1 or more years relevant work experience
- Biotechnology, pharmaceutical or health care industry experience
- Intermediate knowledge of Microsoft Word, Excel and Power Point
- Strong organizational, project management, detail oriented, analytical and quantitative skills
- Demonstrated personal initiative, self-motivation, flexibility and adaptability
- Ability to effectively operate independently, across functional lines, and with both internal and external customers
- Coursework in one or more the following areas:
    - Business Systems analysis, RUP, UML and other SDLC processes
    - Application Development
    - Database Modeling
    - Web Design and Development
    - IT Management
    - Management of ASP environments (Application Service Provider)
    - B2B Collaboration
    - Coursework in Enterprise systems such as configuration and management of ERP, CRM systems

Please e-mail (Edward Monks: **emonks@iie.org**) your resume and statement of interest by Friday, May 4. Please make sure to indicate in the subject line of your e-mail that you are applying to Amgen #1 Pipeline. Resumes received after Friday, May 4 will NOT be forwarded to Amgen.

2012 Summer
Undergraduate Intern

Job Title: Undergraduate Intern/ Bergamo Pipeline Sample Process Optimization
Department: TBD
Function:
Location: TBD
Reports to: TBD

Internship Description:

Conduct research to understand the necessary steps to perform sound Quality testing required to advance Bergamo pipeline molecules. With this information, the intern will develop a protocol to size the amount of sample needed for Quality and all the steps to complete testing for 30 molecules.

Deliverables will be staged as follows:

1. (End of Week 2) Present Minimal testing required for the various "types" of molecules. Types include: tablet, capsule, API, finished ampoule etc.
2. (End of Week 4) Present the Quality minimal sample size required for the 30 molecules.
3. (End of Week 6) Present initial observations regarding testing processes to pipeline steering committee
4. (End of Week 8) Present Draft recommendation for Process improvements (This could be from the receiving of samples to storing, testing, putting on stability up to preparing a report to be included in the dossier for ANVISA)
5. (End of Week 10) Do a final recommendation presentation which includes identifying protocols to update or develop to turn into next steps for the Bergamo Pipeline Quality Manager.

Internship Qualifications:

- Undergraduate student pursuing degree in Biology, Chemistry, Statistics/Mathematics, Chemical or Biomedical Engineering
- Fluent in English and Portuguese
- Knowledge of Pharmaceutical/generics industry a plus
- Sound verbal and written communication skills

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