

JOB DESCRIPTION

<p>I. SUMMARY OF POSITION</p> <p>Title: Project Associate (Paid Fall Internship)</p> <p>Basic Function: Responsible for supporting project teams in basic project management and assisting in the research process for qualitative and quantitative market research studies.</p>
<p>II. DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Report to research teams from inception to completion, ensuring that each part of the project moves through the research process. • Prepare weekly status updates to communicate key project details such as timeline/deadlines, field status and budget. • Assist with the coordination and management of external vendors involving domestic and international field recruitment, logistics and data collection, programming of online surveys, and data processing/entry. • Assist in developing study materials, including screeners, questionnaires, and discussion guides. • Support research teams in performing quality control checks to ensure accuracy of programming of online surveys, data collection, data tabulations, and data entry. • Work under guidance of research teams to create report graphics/templates and assist with report development. • Perform other duties as assigned.
<p>III. SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Ability to provide timely and accurate internal/external communications. • Ability to perform qualitative and/or quantitative data analysis/synthesis. • Excellent organizational skills with a high attention to detail. • Good communication skills, both written and verbal. • Effective time management.
<p>IV. QUALIFICATIONS</p> <ul style="list-style-type: none"> • Either a Junior or Senior in college, or recent college graduate. • Basic understanding of presenting qualitative and/or quantitative data. • Proficient in MS Office; knowledge of SPSS preferred.
<p>V. ABOUT THE COMPANY</p> <ul style="list-style-type: none"> • BioVid Corporation (www.biovid.com) is a leading pharmaceutical and medical device global marketing research and strategy consulting firm based in Bristol, Pennsylvania. • BioVid offers a 401 k plan to interns. • Do you have: <ul style="list-style-type: none"> ✓ A high tolerance for uncertainty? Because things change fast in this industry.

- ✓ Intellectual curiosity? Because you can never know enough.
- ✓ Esprit de corp? Because we work together, collaboration is not an empty statement.
- ✓ A sense of humor? Because we work in a high-pressure, high stress environment and we need to laugh!
- Do you:
 - ✓ Love what you do?
 - ✓ Enjoy working in teams?
 - ✓ Push your limits?
 - ✓ Focus on ethics and quality?

THEN WE WANT TO HEAR FROM YOU!