

## JOB DESCRIPTION

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

- ✓ 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!