Regeneron and Keck Graduate Institute (KGI) invite outstanding researchers with a PhD in science or engineering to apply for the Corporate Postdoctoral Residency Program. This unique program leads to both corporate experience and a Postdoctoral Professional Masters (PPM) degree in Bioscience Management from Keck Graduate Institute.

This 24-month corporate experience and networking opportunity is unsurpassed for postdoctoral researchers interested in opportunities in the life sciences industry. The program sequence consists of:

- Spring enrollment at Keck Graduate Institute in the PPM; a 9-month accredited master’s program that helps PhDs acquire the business and management skills needed to pursue either R&D or management careers within the life sciences industry. Go to www.kgi.edu/PPM for more information on the PPM program.
- A paid summer internship at Regeneron in New York.
- Upon completion of the PPM degree, the postdoctoral residents return to Regeneron, in New York, to participate in a 1-year residency program.

JOB DESCRIPTION AND SALARY

The summer internship and 1-year residency program are both paid positions within Regeneron. Participants of the Corporate Postdoctoral Residency Program are responsible for paying normal tuition for the PPM program. However, loans and scholarship matching are available for all individuals accepted into the PPM program through KGI. For a detailed description of the position, see below.

HOW TO APPLY

Candidates should apply through KGI’s application system at: https://srm1.targetx.com/orgs/00D80000000ckCnEAI/login. An application consists of the following:

- A cover letter explaining your interest in the Program Management Intern position. The cover letter should be addressed to Regeneron
- A completed application form to the PPM program. Click here to begin the application
- A resume
- Application fee waived (when applying online please select the "pay by check" option)

All applications will be jointly reviewed by Regeneron and KGI. A short-list of applicants will be selected to visit KGI to be interviewed by Regeneron September 16, 2014. Finalists will be interviewed at Regeneron’s headquarters in New York October 6-24, 2014.

APPLICATION TIMELINE

All application materials are due by July 20, 2014
Known for its scientific and operational excellence, Regeneron is a leading science-based biopharmaceutical company that discovers, invents, develops, manufactures, and commercializes medicines for the treatment of serious medical conditions. Regeneron markets medicines for eye diseases, colorectal cancer, and a rare inflammatory condition and has product candidates in development in other areas of high unmet medical need, including hypercholesterolemia, oncology, rheumatoid arthritis, allergic asthma, and atopic dermatitis.

**Summary:**
Using prior project management knowledge and experience, the intern plans and coordinates the operational aspects of projects in order to facilitate their evolution through one or more functional areas.

**Essential Functions - Major Duties and Responsibilities:**

- **Teams:** Functions as a liaison between functional areas in order to facilitate project planning. Provides support to or between functional area(s) which may include meeting logistics as well as the creation of templates, working and best practices, tracking and monitoring tools and general training support.

- **Planning and Tracking:** Utilizes project management techniques to identify, develop and maintain planning tools in support of the assigned functional area(s) in order to facilitate standardization, planning and coordination across disciplines/programs. Develops good communication and working relationships with department leaders, line managers and individuals within each functional group.

- **Collaborations:** Supports and coordinates joint collaboration meetings, tools and communications in order to optimize the collaboration environment.

- **Information:** Creates tracking tools and supports the implementation and administration of tools used by the assigned functional area. Develops and maintains the folder/organizational structure of shared databases, develops and supports SOP’s, and processes for managing user requests, training, security matrices, etc.

- **Communication:** Ensures effective, accurate and timely communication within a department or functional area.

- **Process Improvement:** Assesses and develops solutions to meet functional area productivity and quality goals. Defines and documents working/best practices, procedures, and tools by performing analyses and preparing recommendations. Identifies, develops and supports continuous improvement processes and metrics for project/program practices, procedures, and tools.

- **Problem Solving:** Identifies opportunities and develops tools and mechanisms for monitoring progress and problem solving within the function or department. Assists with defining and document working/best practices that can be used across other projects.
Basic knowledge of project management techniques and concepts as they apply to the drug development / pharmaceutical industry.

Core competencies: Action oriented and organized. Demonstrates excellent written, verbal and interpersonal communication skills with the ability to effectively interact with team members with tact and diplomacy. Handles multiple projects and priorities with excellent time management skills (both project and self)

Proficient in relevant software: MS Project, Excel, PowerPoint, Word, etc. in addition to general knowledge with shared work environments. Experience with Visio and FileMaker pro a plus.

Works under general supervision.

Generally performs task related activities within a function or department and follows established policies and procedures while solving routine problems of limited scope.

Errors in judgment or failure to achieve results may affect the success of a project or function.

This PPM intern position is a partnership program with the Postdoctoral Professional Master’s Program at Keck Graduate Institute (KGI) in Claremont, CA. This position only considers individuals who have been accepted to KGI’s PPM Program.