
Job Title	Graduate Intern
Department	General & Administrative
Reports To	CEO

At CID4, graduate interns have an opportunity to be involved in many aspects of business development, implementation and program activities while providing key support to management and staff. Additionally, CID4 interns share responsibilities for administrative tasks that keep the office running smoothly and ensure top quality program support. In a busy professional setting, candidates must be good team players, know how to prioritize tasks and manage their time well. Expect to allocate a minimum of ten-hours per week to your internship.

Summary of Position Under the supervision of senior management, the CID4 graduate intern will assist in the construction of a competitive intelligence virtual library that will function as an important shared resource for the entire Colorado bioscience ecosystem. In addition, assistance with research, due diligence, and other development projects is expected.

Specific Responsibilities Include:

- Database design, research, data collection and management
- Production of communication material such as newsletters, press releases, etc.
- Oversight of general office administrative tasks

Additional Qualifications for this Position:

- Intense interest in the life sciences
- Strong organizational skills and the ability to multitask
- Strong research skills, experience with both qualitative and quantitative analysis
- Mastery of Office products (.doc, .xls, .ppt)
- Strong scientific and technical writing skills

Education Requirements:

- Must be working towards a graduate degree in the biological sciences or business

To Apply Send resume to arubenstein@cid4.com or submit online at <http://cid4.com>. We will contact you to complete your employment packet that will require a cover letter, application, official college transcripts and two letters of recommendation. The internship period shall run through the balance of the 2011/2012 academic calendar. Application deadline is 31 October.

About CID4 Founded in 2009, the Colorado Institute for Drug, Device and Diagnostic Development (CID4) is a 501(c)(3) not-for-profit charitable organization whose mission is to advance the Colorado bioscience ecosystem through company creation and job growth. CID4 works to identify, fund and actively manage emerging life science technologies.