

JOB DESCRIPTION

Position Title: Policy Intern

Department: Strategic Alliances and Policy

Report To: Vice President, Policy

Job Summary: The Policy Intern will work with the Policy team at the Association for Accessible Medicines (AAM) to conduct policy and data analysis, summarize stakeholder comments and agency proposals for a range of policy proposals affecting generic drugs. Attention will be focused on drug pricing proposals, including changes to Medicare Part B and Part D.

Essential Duties and Responsibilities:

- Support analysis of generic drug policy and data using Excel.
- Summarize policy proposals and stakeholder comments in PowerPoint or Word documents.
- Attend briefings.
- Draft PowerPoint slides.
- Perform other duties as assigned consistent with the goals of AAM.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong interpersonal skills, exhibits a positive attitude and a professional demeanor.
- Strong written and oral communication skills.
- Fluent computer skills, including use of Microsoft Word, Excel and PowerPoint and the willingness to learn other software tools.
- Ability to work in a team environment and accomplish tasks with self-direction
- Ability to follow schedules and meet deadlines
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to conduct research using online sources
- Strong organizational and project management skills with attention to detail



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Education and Experience Requirements:

- Current enrollment in or recent graduate with 3.0 or greater GPA from an undergraduate program.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: none

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. AAM has the right to revise this job description at any time. AAM is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and AAM.

Acknowledgement:

Name: _____ Date: _____

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