

JOB DESCRIPTION

Position Title: International Trade Intern

Department: International Trade/Legal

Report To: VP, Trade and International Affairs

Job Summary: The International Trade Intern will work with the Trade and International Affairs team at the Association for Accessible Medicines (AAM) to strengthen the advocacy capabilities of the association through research, expert identification, and the development of better tools for member engagement.

Essential Duties and Responsibilities:

- Undertake research to demonstrate the impact of trade on the U.S. generic and biosimilar industry.
- Identify and catalogue third party experts from universities, think tanks, and other stakeholders.
- Support member engagement through the dissemination of materials.
- 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.

- Demonstrated interest in international trade, international relations, etc.
- Strong interpersonal skills, exhibits a positive attitude and a professional demeanor.
- Strong written and oral communication skills.
- Fluent computer skills, including basic troubleshooting and 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



Your Generics and Biosimilars Industry

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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