SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Pharmaceutical**

Address of Primary Work/Study Location:

3625 24th Street

San Francisco, CA 94110

Supervisor 1
Name: Jane Doe
Title: Research Associate
Phone: 415-555-1234
Email: janed@samplecompany.com

If you have an additional supervisor, please complete:

Supervisor 2
Name:
Title:
Phone:
Email:

Primary Responsibilities:

- Assist with filing, organizing, and maintaining records and documents
- Enter data into spreadsheets or internal systems under supervision
- Help prepare materials for meetings, reports, or presentations
- Take notes during team check-ins or brainstorming sessions
- Help compile data and summarize articles or findings for team discussions
- Support document control tasks such as organizing standard operating procedures (SOPs)
- Shadow professionals in departments like R&D, marketing, or regulatory affairs

Please share the desired characteristics and skills of your Student Associate(s):

- Demonstrates curiosity and willingness to learn about the pharmaceutical field
- Pays close attention to detail and follows instructions carefully
- Maintains professionalism and respects safety and confidentiality protocols
- Communicates clearly and respectfully in both written and verbal forms
- Collaborates well with others and takes initiative when appropriate