



Columbia Business School
AT THE VERY CENTER OF BUSINESS™

Healthcare and Pharmaceutical
Management Program

SAMPLE FULL-TIME AND INTERNSHIP DESCRIPTIONS

Thank you for your interest in the Healthcare and Pharmaceutical Management Program at Columbia Business School!

In this packet, we have included a few resources to help you tailor your job description on the schoolwide job portal and have it sent out through the student healthcare industry newsletter.

- Job Description Checklist – goes through the various items that are helpful to include in job postings
- Full-Time Job Posting Example
- Various Full-Time and In-Semester Internship Postings Examples

Please let us know if you have any additional questions. We are very much looking forward to working with you and your company!

For additional questions about job postings, please contact the Career Management Center at Columbia Business School (CMC@gsb.columbia.edu) or Bunny Ellerin (bde6@gsb.columbia.edu)

JOB DESCRIPTION CHECKLIST:

- *Description of the Company*
 - Insight into company culture and your unique employer brand
- *Job Title*
 - Concise, targeted, but free of internal lingo
- *Job Objective/Purpose*
 - One sentence description of the position and importance within the organization
- *General Description*
 - Primary goals of the position
 - Broad functions and scope of role
 - Relationships
 - Reporting structure
 - Cross-functional/departmental relationships
 - How will this person contribute to the rest of the organization?
- *Specific Responsibilities/Duties/Competencies*
 - Detailed Responsibilities, clear job expectations
 - What will this person be doing every day?
 - Attributes you expect the candidate to display in the role
- *Skills, Knowledge, Abilities, Technologies*
 - List of hard and soft skills, as well as personality traits
 - Sentence structure examples:
 - Demonstrated ability to
 - Experience in
 - Knowledge of
- *Education and Experience*
 - Degree or equivalent experience
 - Certifications, licenses, affiliations
- *Salary*
 - Does not need to be included in public job posting, but should be pre-determined based off of experience of candidate and an organization's budget
- *Application Procedure and other Requirements*
 - Job application method (email or tracking system)
 - Hiring manager or recruiter contact information
 - Application documents (resume, cover letter, writing sample, etc.)
 - Work authorization
 - Start date and location

HEALTHCARE FULL TIME JOB POSTING EXAMPLE

The (DEPARTMENT) at (COMPANY NAME) is looking for a talented and experienced team member to serve as a (JOB TITLE). As a (JOB TITLE), you will be a part of a progressive team that is aimed at (MISSION) pushing forth our mission of improving the quality and experience of patients that go through our health system, as well as the community that surrounds us. In this role, you will plan, develop, and implement strategies and marketing programs by performing the following duties. This role will work out of the (LOCATION) office.

Scope of Responsibilities:

- Lead cross-functional team in new product development. Includes establishing product parameters (concept, price), developing marketing plans and selling tools, forecasting and growth expectations
- Assist in the development and execution of marketing plans, including digital initiatives, public relations, and more.
- Present marketing plans to sales organization and customers as required

Quantitative Analysis (if needed):

- Conduct quantitative analysis on a regular basis from a variety of sources, including data cleaning and regressions
- Provide data-based recommendations
- Conduct, review, and analyze market research to aid in decision making

Specific Knowledge and Skills:

- Strategic thinking skills and proven experience generating original ideas
- Ability to manage multiple projects simultaneously with a high degree of independence
- Strong leadership and project management skills
- Strong analytical skills in using data to make sound recommendations
- Strong interpersonal skills
- Highly proficient in Microsoft Office Suite (especially Excel and PowerPoint)

Education and Work Experience:

- MBA Degree preferred
- Minimum 1 year of related experience in healthcare and project management

Please email your resume and cover letter to (HIRING MANAGER CONTACT INFO). We are looking to fill this position by (TIMELINE).

HEALTHCARE PRIVATE EQUITY INTERNSHIP PROGRAM

COMPANY is a middle market private equity firm investing in healthcare services and information technology companies. Among the competitive advantages is its unique strategic limited partner network, which includes leading hospital systems and health insurance plans.

Building on our seven-year CBS internship program, COMPANY is seeking an intern to support various work streams, including market sector analysis and due diligence. The intern will gain exposure to all aspects of the deal process – returns modeling, deal flow, strategy projects for portfolio companies, and communications with leadership from our limited partners and portfolio companies. Our expectation is to hire a Senior Associate from the internship program.

- First and second year MBA students may apply
- Preference for applicants with extensive experience in healthcare
- Time commitment: at least one day per week during the Spring 2018 semester and the remainder of Fall 2017 semester
- For first year students, there is a possibility to extend the in-semester internship into the summer.

To be considered for this opportunity, please submit a cover letter and resume to CONTACT NAME AND EMAIL. In your cover letter, articulate why you are interested in this internship and how this experience would support your post-MBA career goals. The deadline for this application is DATE.

IN-SEMESTER INTERNSHIP: HEALTH SYSTEM

Strategic Planning Internship

HEALTH SYSTEM is an integrated academic health care system and university hospital. HEALTH SYSTEM's mission – to heal, to teach, to discover and to advance the health of the communities we serve – builds upon a rich history of medical innovation and community service. With 11 hospitals and over 200 primary, specialty, ambulatory, and school based health care sites in the New York region, HEALTH SYSTEM is redefining how health care is delivered in New York and beyond. HEALTH SYSTEM has over 400,000 patient lives in value based arrangements, taking meaningful responsibility for the quality, outcomes and cost of care.

HEALTH SYSTEM's **Planning Department** is seeking an exceptional intern to support various projects, including **national care redesign initiatives, shared savings programs, market strategy, asset allocation** and others in support of the ten year strategic plan.

The intern will gain exposure to high level **project management, market analysis, strategic planning, data dives** and efforts to improve care and outcomes at a regional, integrated delivery system.

Please send your resume to CONTACT NAME AND EMAIL.

Contact:

Deadline to Apply:

SPRING SEMESTER INTERN: DIGITAL HEALTH STARTUP

Digital health startup seeks Columbia MBA intern for January-May.

COMPANY startup is co-founded by serial healthcare entrepreneurs, one of whom is a CBS '06 graduate who took her first digital healthcare startup from pre-product to contracting in under three years.

COMPANY has already had 50,000 users and the product, which enables individuals to be matched on-demand with others who've experienced the same psychological issues for real-time peer group support, launches in February.

This internship would be an opportunity to dive in at launch and experience a variety of projects from financial forecasting to product management or marketing. The focus of the internship could be co-created to suit the candidate's background or interests.

The company will sponsor a trip for the intern from NYC out to the Bay Area as part of the project. The CBS alum will make intros for the intern in the digital health field to name-brand digital health companies.

Please send the contact a resume and a brief description of your preferred project focus areas. You may reach out to CONTACT NAME at CONTACT EMAIL if you have questions prior to submitting your resume.

Contact:

Deadline to Apply:

IN-SEMESTER INTERNSHIP: PRIVATE EQUITY

Firm Description

COMPANY is a sector-focused private equity firm backing leading management teams in professional & business services and education & training businesses. The firm concentrates on investing and growing small- and medium-sized companies (typically up to \$20m EBITDA) featuring proven, scalable business models and a strong competitive advantage in their niche.

Job Description

The Intern will be part of the investment team of an entrepreneurial and sector-focused private equity firm with a long investment heritage. The Intern will support the investment team in the investment process and work on the sourcing of investment opportunities, their analysis, as well as deal execution.

The candidate must be self-sufficient and internally motivated. The responsibilities include:

- Industry and company research to identify attractive investment opportunities.
- Valuation and modeling of potential investment opportunities.
- Prepare investment committee memorandum and other presentation materials.
- Support due diligence and closing processes.

Qualifications

- 2 to 3 years of investment banking, consulting or private equity experience
- Bachelor's degree with exceptional academic performance
- Strong financial modeling skills
- Strong verbal and written communication skills
- Excellent interpersonal skills

Position Details

Position is part-time (1-2 days per week during the semester), based in midtown, New York City. Some travel may be necessary.

Candidates should forward their resumes to CONTACT NAME AND EMAIL with the reference "Semester Internship."

IN-SEMESTER INTERNSHIP: DIGITAL HEALTH STARTUP

COMPANY is a behavioral modification software platform, utilizing interventions based on data gathered from real-time detection of body gestures using standard wearables, and insights from analysis of additional data. The three healthcare sectors we are addressing are 1) addictions control, 2) elderly-care and 3) monitoring of some neurologic diseases. Our first product, PRODUCT NAME, is a smoking cessation use-case demonstrating the capabilities of the system with standard smartwatches and wristbands.

For its customers, COMPANY dashboard allows remote monitoring of the person's compliance and adherence with the provided therapy, in order for the clinician or the coach to obtain higher efficacy of the treatment versus traditional methods of prescription and random periodical assessment.

Project Description (draft — exact scope to be decided with Intern)

- Conduct market research to understand the dynamics of the smoking epidemic across selected regions
- Develop a comprehensive overview of current smoking cessations programs available on the market and their success rates
- Analyze the reimbursement structure for particular treatments in the US healthcare market
- Based on market research, build a recommended go-to-market plan for three states in the US
- Identify priority customers in these three states and how best to target the key stakeholders

An internship will provide the following experience

- Venture Capital experience: opportunity to work with VC investing in COMPANY and understand the VC perspective of working with a portfolio company
- Start-up experience: across the end-to-end value chain of a dynamic early-stage start-up
- Learn first-hand about one of the fastest growing segments of the hi-tech world – wearable devices
- Potential opportunity to continue working with the portfolio company after graduation, based on future needs

Ideal candidate description

- Degree in engineering or the sciences
- Previous management consulting, investment banking, or PE/VC experience preferred
- Interest in digital health/technology

Location of position: NYC; Duration of position: TBD

Candidates should forward their resumes to CONTACT NAME AND EMAIL