



INTERNSHIP REQUISITION FORM

Department	Clinical Operations
Hiring Manager's Name	Katie Wozniak, VP Clinical Research; position will report to: Mercedes Martillo, Sr. Manager Clinical Operations
Specific Project(s) to be Assigned	<ul style="list-style-type: none">• Internal e-TMF: organization for legacy and current clinical trials<ul style="list-style-type: none">○ Collection and reconciliation of essential documents for each study and sites under regulatory compliance• Research contracts: Legacy and current , and future contracts<ul style="list-style-type: none">○ Categorize, label, reorganize contracts.
Identify how this/these project(s) will advance organizational goals	To keep our research internal files in compliance under law and regulations. To prepare and establish process for any future trails to avoid discrepancies with documentation. To be able to properly manage contracts, and close out old contracts.
Duration of Internship	May – September 2024
Do you have a Candidate identified (Full Name)? If yes, attach resume to email to expedite process	
Work Location: Office or Home-based; # of days in the Office	Home-based
Interviewer:	Hiring Manager and 1 additional Interviewer Only: Mercedes Martillo
Expected Start Date:	May 28 th , 2024
Comments/Requirements:	
Approver's Name: (Leadership Team Member ONLY)	Francesca LaRosa



Title: Intern, Clinical Operations
Reports to: Sr. Manager, Clinical Operations
Department: Clinical Operations
Location: Remote

MMRF OVERVIEW:

The Multiple Myeloma Research Foundation (MMRF) is the largest nonprofit in the world solely focused on accelerating a cure for each and every multiple myeloma patient. We drive the development and delivery of next-generation therapies, leverage data to identify optimal and more personalized treatment approaches, and empower myeloma patients and the broader community with information and resources to extend their lives. Central to our mission is our commitment to advancing health equity so that all myeloma patients can benefit from the scientific and clinical advances we pursue. Since our inception, the MMRF has committed over \$600 million for research, opened nearly 100 clinical trials, and helped bring 15+ FDA-approved therapies to market, which have tripled the life expectancy of myeloma patients. To learn more, visit www.themmr.org.

MMRF Core Values:

At the MMRF our core values define both who we are and how we work together as an organization. We believe in investing in our team and building a culture that will help us pursue our highest level mission to accelerate a cure for each and every multiple myeloma patient. Our five core values are expressed below:

1. **Prioritize Patients** - Patients are at the center of everything we do. Every decision we make is grounded in the needs and best interests of the patients we serve.
2. **Drive Innovation** - We are committed to pursuing big, bold ideas. Taking risks, trying new approaches, and challenging the status quo are necessary to speed new discoveries.
3. **Deliver Solutions** - Taking on complicated challenges is what sets us apart. To deliver results, we must be decisive, take action, and act with urgency on behalf of the myeloma community.
4. **Do It Together** - We know that together, we are stronger. We work cross-functionally with the entire community to achieve our mission and are invested in the success of others.
5. **Build Trust** - We build trust-based relationships. We advocate for each and every myeloma patient by committing to diversity, equity, and inclusion and treating others with respect.

Essential Functions:

- Coordinate organization of clinical operations and regulatory internal files and trackers for MMRF/MMRC studies
- Support to clinical operations team with the maintenance of the internal e-TMF
- Coordinate legacy and current research contract document tracker for the Clinical Operations department
- Review and provide input on clinical/research protocols

Qualifications:

- H.S. graduate, college degree preferred
- Excellent written and verbal communication skills
- Strong organizational skills and the ability to meet deadlines
- Passion for research and a desire to contribute to the advancement of knowledge in the field

EEO Statement

The Multiple Myeloma Research Foundation (MMRF) is an equal opportunity employer and does not discriminate against any candidate based on race, religious creed, color, national origin, ancestry, physical disability, mental

disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or any other factor protected by federal, state, or local law.