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| **Job Title:**  | Quality Assurance Fellowship | **Job Function:**  | Staff - Research |
| **Department:** | CBET | **Worker Category:** | Full Time |
| **Business Unit:** | CBET | **Tenure Classification:** | Not Applicable |
| **Report to:** | Michelle Lewis | **Job Grade:**  | Salary I ($63-$68K) |
| **Management:** | No | **FLSA:**  | Exempt |
| **# of Direct Reports:**  | N/A | **Work Arrangement:** | Hybrid (On-Site 1-4 days/week) |

**Position Summary:**

The Quality Assurance Fellowship provides two (2) years of comprehensive practical hands-on biopharmaceutical training and fosters an environment of learning within a fast-growing biopharmaceutical company. The fellow will be paired with leaders in the Quality Assurance (QA) functional area and will have the opportunity to support initiatives, provide QA oversight to various clinical trials and study teams, and to work cross-functionally with all departments. The collaborative environment will offer the fellow an enduring network and exposure to all aspects of the drug development process.

**Major Duties & Responsibilities:**

* Develop tools for tracking key performance indicators, create charting of KPI metrics, and collect KPI data from records and the QA team.
* Track status and progress of the Annual Audit Schedule ensuring that audit deliverables are completed in a timely manner.
* Ensure accurate filing of GxP audit records, investigation reports, associated corrective and preventive actions (CAPAs), and deviations.
* Assist in GxP Inspection Readiness Activities including the tracking and scheduling of Story Board development and reviews.
* Work with QA team to identify enhancements to Vendor tracker, Approved Vendor List, and other tracking tools.
* Assist Document Control with formatting, preparation, and review of controlled procedures within the EDMS.
* Work collaboratively with QA team to identify business processes and areas that require improvement and implement appropriate methods and tools to increase efficiencies.
* Support EDMS System Administrator with user testing of system configuration changes.
* Support and participate in GxP activities.

**Knowledge, Skills and Abilities:**

What additional knowledge, skills and/or abilities are required to perform the essential function of the position successfully (for example, degree of accuracy, alertness, precision in working with described equipment, tools, and systems).

* Proficient in utilizing equipment such as PC, scanners, voice mail and e-mail systems, and common office machines, or ability to be trained.
* Excellent planning, organization, and time management skills, including the ability to support and prioritize multiple projects.
* Detail-oriented, with excellent record-keeping skills and excellent written and oral communication capabilities
* Willingness to gain experience in new techniques as required.
* The candidate must be highly motivated, capable of working independently with minimal supervision but also in a collaborative environment and be able to respond to changing priorities and short lead times.

**Education and Experience:**

* PharmD from an ACPE School of Pharmacy required or PhD in the basic sciences: Biology, Chemistry, etc.
* Any experience working in a Biopharmaceutical company is a plus.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the employee is not substantially exposed to adverse environmental conditions.

**Additional Information:**

This hybrid position is based in San Diego, California. This role requires you to be on-site between 1-3days per week. Fully remote work may be considered for this position. All remote work must be performed in a state in which the College is registered to do business which includes New York, Massachusetts, Vermont, Maryland, Texas, and California. Standard work hours are from 8:30 AM – 4:30 PM EST, Monday through Friday. The position requires travel, depending on the needs of the College. The position also requires availability and willingness to enthusiastically work evenings and weekends, as needed, for success. Additional details pertaining to this position with be discussed during the interview process.

**About Crinetics:**

Crinetics is a pharmaceutical company based in San Diego, California that develops much-needed therapies for people with endocrine and metabolic diseases and endocrine-related cancers, specifically targeting GPCRs with small molecules. We were founded by a dedicated team of scientists with the simple belief that better therapies developed from rigorous innovation can lead to better lives. We are here for patients who are eager to find those therapies that provide effective disease control and more simplicity in their lives. We have a prolific discovery engine and robust pipeline across preclinical and clinical development. We are driven by science with a patient-centric and team-oriented culture.

**Benefits:**

Albany College of Pharmacy and Health Sciences (ACPHS) offers a comprehensive benefits package including medical, dental and vision benefits, free life insurance and disability programs, tuition assistance programs, retirement plan with employer match and contribution, and generous time off including 20 paid holidays plus paid sick and vacation time. Additional perks include wellness rewards, free gym access, free parking, identity theft protection and many others. Please note, benefits and benefits eligibility can vary by position, and exclusions may apply for some roles.

**Application Materials:**

**This fellowship is scheduled to begin in March 2024; therefore, all applicants must have their PharmD degree or PhD degree by the start of this fellowship. Candidates must have the legal right to work in the US. We are unable to sponsor work Visas.**

Candidates must submit all the following application materials to Albany College of Pharmacy and Health Sciences Career website as well as via email to Bernard.tyrrell@acphs.edu:

* Letter of Intent
* Curriculum Vitae (CV)
* Unofficial pharmacy school transcripts
* In addition, two (2) letters of recommendation (LOR) must be submitted via email directly from each reference to Bernard.tyrrell@acphs.edu
* \*\*Any additional materials that the candidate feels would be useful to the interview committee may be submitted

**Deadlines:**

* Application Window (Rolling Basis): Monday January 22, 2024, to Monday February 12, 2024, by 11:59 PM
* Letter of Intent (LOI), CV, and unofficial pharmacy school transcripts Due: Monday February 12, 2024, by 11:59 PM
* 2 LORs Due: Wednesday February 14, 2024, by 11:59 PM.
* Interviews will be conducted on a rolling basis upon application receipt. Early application submission is highly encouraged. All rounds of interviews will be conducted virtually.

*ACPHS is an Equal Opportunity Employer and does not discriminate against any protected class of job applicant or employee in our hiring and employment practices.*