

Clinical Operations Internship

Position Summary

The primary objective is to support the Clinical Operations Department in the execution of the Company's operation of Trevi clinical studies. The selected candidate should be pursuing a major in any of the Life Sciences, have attentiveness to detail, good computer skills, and excellent written and oral communication skills. The goal is to help the intern develop a working knowledge of Good Clinical Practice and Clinical Study operations.

This is a paid, 24–32 hours per week internship position with a hybrid schedule consisting of 3 days in-person in New Haven, CT and one day working remotely. This position reports directly to the VP Clinical Operations.

Principal Responsibilities

Key responsibilities of this role include, but are not limited to:

- Training Requirements during Internship:
 - Take specific training modules created by Clinical Operations as a means to learn about clinical studies and the role of clinical operations.
 - This will include quizzes to assess learning
- Take GCP Training through NIH (free class that will be provided by Clinical Operations team).
- QC of specific items in the Trevi Study Trial Master Files
- Assist in preparations for reporting of enrollment for all studies
- Create a sustainable process for managing Clin Ops Meetings. Includes creating agendas and issuing minutes and following up on action items
- Help Create a Clinical Operations SharePoint site with the assistance of the Clin Ops Team

Qualifications

- Intermediate computer software skills with MS Office (Word, Excel, Outlook, PowerPoint) and OneDrive/SharePoint experience highly preferred.
- Excellent organizational skills and an ability to prioritize effectively to deliver results within reasonably established timelines
- Ability to work independently and as part of a team
- Strong interpersonal skills including verbal and written communication are essential in this collaborative work environment

Education

- High school or equivalent
- Currently enrolled full-time in an undergraduate program. Candidate must be pursuing a degree in any of the Life Sciences including Nursing (if research versus clinical nursing is the final goal).

To Apply

- Please submit cover letter and resume to hr@trevitherapeutics.com by February 9, 2024.

Trevi Therapeutics, Inc. is a clinical-stage biopharmaceutical company developing the investigational therapy Haduvio™ (oral nalbuphine ER) for patients with chronic cough in idiopathic pulmonary fibrosis (IPF), refractory chronic cough (RCC), and prurigo nodularis. Haduvio is a dual κ -opioid receptor agonist and μ -opioid receptor antagonist that works both centrally in the brain as well as peripherally in the lungs and has the potential for a synergistic antitussive effect to treat chronic cough.