

Human Resources / Admin Internship

Position Summary

The primary objective is to provide administrative support to the Human Resources Department and Trevi overall. The selected candidate should be pursuing a major in a scientific field, 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 a variety of Human Resource functions as well as general administrative support functions in a corporate environment. This internship will provide the intern an opportunity to gain practical experience and insight into HR operations.

This is a paid, 20-40 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 Director of Human Resources.

Principal Responsibilities

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

- Provide administrative support across Trevi
- Support Administrative Assistant / Office Coordinator with their daily activities
- Exposure to HRIS and Payroll System
- Provide support with recruitment, talent management, employee relations, and benefit administration
- Update HR databases
- Assist with HR projects and initiatives as needed

Qualifications

- Intermediate computer software skills with MS Office (Word, Excel, Outlook, PowerPoint) and OneDrive/SharePoint
- 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
- Strong work ethic with the ability to maintain confidentiality as needed

Education

- High school or equivalent
- Currently enrolled full-time in an undergraduate or graduate program. Candidate must be pursuing a degree in Human Resources or other related fields

To Apply

- Please submit cover letter and resume to hr@trevitherapeutics.com by February 10, 2025.

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.