

Posted: May 17, 2010

Hours: 15-20 hours/week for at least 180 hours, however, business requirements may increase those hours somewhat.

Start Date: June 15 (flexible)

End Date: August 15 (flexible)

Pay: \$10 per hour

Description: Leading global contract research organization providing discovery, development and post-approval services as well as compound partnering programs. Our clients and partners include pharmaceutical, biotechnology, medical device, academic, and government organizations. With offices in 31 countries and more than 10,400 professionals worldwide, we apply innovative technologies, therapeutic expertise and a commitment to quality to help its clients and partners maximize returns on their R&D investments and accelerate the delivery of safe and effective therapeutics to patients.

The Global Performance Optimization department partners with business areas and employees to implement proactive and interactive strategies to enable our company to exceed its potential and recognize internal efficiencies. This department consists of the following groups: quality standards, process improvement, global learning & performance, operational analytics and performance & technology harmonization.

This specific internship will focus on activities within the global learning & performance group, performing tasks in support of the development of the new corporate learning center. This will include html coding, quality testing, testing of web-based training modules, and potentially the development of training modules.

The web environment for this group consists of Linux servers, running an Apache web server. HTML, Javascript, PHP, and Perl are the primary tools used for development. Dreamweaver and Adobe Photoshop are also used for interface development. Captivate is also used within the global learning & performance group.

Interested candidates must have completed their Junior year in high school with basic information technology classes successfully completed (i.e. through a program such as AOIT). **Experience with actual web design/development (HTML) is essential.** Dreamweaver and Adobe Photoshop experience would be desirable. Due to liability reasons, the intern must be 17 years old on the first day of work.

If interested, please sign-up below to be considered for an interview:

Name/phone number/email address

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TO:

FROM: Mrs. Oster

DATE: May 6, 2008

RE: Internship contact

Please make this contact to schedule an interview for the internship position at PPD.

Cindy Kane

456-4525

[cindy.kane@rtp.ppd.com](mailto:cindy.kane@rtp.ppd.com)

*Interviews can be conducted at 3:00 or 3:30, and need to be completed no later than May 6.*

*Students will be required to interview at our 3900 Paramount Parkway, Morrisville, NC location with several members of our department. They should plan to spend at least 1.5 hours here. If selected, the intern will actually be hired as a Kelly Resources employee (PPD's temp agency) and will have to go through their on-boarding process prior to starting the job. Kelly requires that the intern must have reached their 17th birthday by the hire date (sometime in early June).*

Make the contact as soon as possible. It's a good idea to learn as much about the company as possible prior to the interview, [www.ppd.com](http://www.ppd.com).

Your resume was forwarded to her, but you should also bring a resume to the interview. Remember to dress professionally and check your internship guide for interviewing tips. See me with any questions.

Contact me when you get a response about the position. Thanks and good luck!