

# Massachusetts

## LIFE SCIENCES CENTER

The Massachusetts Life Sciences Center (MLSC) is an economic development and investment agency with a mission of supporting the growth and development of the life sciences in Massachusetts. Through public-private funding initiatives, MLSC supports innovation, research and development, commercialization, and manufacturing activities in the fields of biopharma, medical device, diagnostics, and digital health. As a quasi-public agency, MLSC also offers programs that fund innovation-driven economic and workforce development initiatives in Massachusetts.

The MLSC's mission is to serve as the "hub" of the Massachusetts life sciences ecosystem, encourage innovation through investments in good science and good business, strengthen and protect Massachusetts' global leadership position in the life sciences, accelerate the commercialization of promising treatments, therapies, and cures that will improve patient care, and create jobs and drive economic and STEM workforce development.

**Job Title:** Systems Analyst Intern

**Department:** Finance

**Reports to:** Financial & Business Systems Analyst

### **I. PURPOSE OF THE JOB**

This part-time paid internship will report to the Financial & Business Systems Analyst supporting the Center's Finance team. This position is ideally suited for a student who would like to pursue a career in Computer Science and gain exposure to both the Life Sciences and Government industries. Our office is located in Waltham, MA but all staff are temporarily working remotely during the COVID-19 pandemic.

### **II. FUNCTIONS AND RESPONSIBILITIES**

- Identify and collect data sources, analyze, extract key data and information, and evaluate and monitor data quality to meet the Center's information system needs and requirements.
- Assist Financial & Business Systems Analyst with additional tasks related to projects, enhancements, and bug fixes.
- Work closely across the matrix with teams like Finance, Industry Strategy and Investments, Education and Workforce Programs and the Executive Management Team.
- Understand how to make data visually appealing and simple to both navigate and comprehend for end-users.
- Assist with financial data cleansing across multiple systems, ensures data quality and accuracy.
- Support the business during testing phases, ensuring functional requirements are met and providing documentation as needed.

- Assist with various system implementations and projects within NetSuite and Adaptive including program management set up.
- Perform other related duties and assist with projects as may be assigned or requested.

### **III. SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **IV. KNOWLEDGE AND SKILLS**

- Recent graduate or currently pursuing degree in Computer Science, Math, Finance, Statistics, or related field from an accredited college or university.
- Must have high level of interpersonal skills, be able to maintain confidentiality and possess good judgment.
- Strong organization and prioritization skills; ability to perform multiple tasks and meet deadlines in a fast-paced dynamic environment.
- Ability to be a collaborative team player in a fast paced/changing environment; self-motivated and directed.
- Must be pro-active, eager to learn and willing to take on challenges.
- Exposure to an ERP and/or other Systems implementation in a fast-paced SaaS environment.
- Excellent understanding of computer science fundamentals, data structures, and analysis.
- Knowledge of modeling and analysis in Microsoft Excel
- Technological capability to download and manage with ease, large data sets and crunching numbers.
- Technological capability to download and manage data, as well as effective database management.
- Excellent written and verbal communication skills with the ability to translate complex problems into simpler terms, and effectively influence both peers and senior leadership.
- Experience with one or multiple of the following will be highly desirable; NetSuite, Java, R, Tableau, SAP, Oracle, Workday Adaptive, JavaScript, SQL, SmartSimple.

### **V. EXTENT OF PUBLIC CONTACT**

- May have contact with outside vendors and companies.

### **VI. WORK ENVIRONMENT**

- Permanent part-time intern position from starting in the Fall of 2021. Must be able to work 20 hours per week.
- Salary: \$17 /hour.
- Currently working remotely with possibility of return to the office in Waltham in September.

To apply: Please send a resume and cover letter to Shannon Ambrose at [sambrose@masslifesciences.com](mailto:sambrose@masslifesciences.com) Subject line: Financial & Business Systems Analyst Intern