



**Xelay Acumen Group, Inc.  
Medical Communications Intern**

**About Xelay Acumen**

Xelay Acumen Group, Inc is a strategy and management consulting firm serving biotechnology, pharmaceutical, and health care provider clients. Our engagements focus exclusively on high value-add for our clients' most critically important issues and challenges. Xelay Acumen strives to be the leading healthcare strategy and management consulting firm focused on enabling distinctive success for innovative products that matter. We deliver extraordinary results for our healthcare clients by attracting and developing talented high potential team members.

At Xelay Acumen Group, Inc., our people are excited to help clients address their most pressing issues and challenges. We leverage the flexibility and expertise of our diverse network and organization and bring to bear an unparalleled combination of skill sets: strategic problem solving, rigorous analyses and methodologies, and clear and concise communications to bring about uniquely extraordinary results.

**Role**

We are offering paid (hourly) summer internships in medical communications for those interested in medical communications, medical affairs, pharmaceutical/biotech/life sciences publications, or strategy consulting. This role is a hands-on content development position. Communications and medical writing processes training will be provided. High performing interns will be considered for full time employment offers.

**Responsibilities**

- Developing content for a variety of clinically-oriented products (slide kits, manuscripts, posters for pharmaceutical clients)
- Ensuring writing is of high scientific and literary standards and meets objectives
- Undertaking research in the therapeutic area to allow effective writing
- Incorporate editorial comments and solve queries to present a 'finished' final document
- Ensuring understanding and implementation of all company procedures and quality standards
- Engaging Key Opinion Leaders and clinical trial investigators who partner with the client to author publications
- Work may include
  - Medical Education materials (Advisory Boards, Speaker Programs,

Slide Decks, etc.)

- Abstracts and articles
- Manuscripts
- Multimedia projects
- Posters
- Speaker training materials
- Slide kits /Slide presentations
- Work for advisory board meetings (creating meeting agendas and slide presentations, speaker training program content, comprehensive post-meeting reports, etc.)

**Desired Qualifications:**

- Strong verbal and written communication skills
- Knowledge of science or an aptitude for understanding it, including the ability to learn new therapeutic areas quickly
- Ability to write (medical writers must be able to write clearly at a level appropriate to the audience and the project)
- Deadline-oriented
- Attention to detail
- Accuracy, logical organization
- Clear thinking and writing
- Biology, English, communications, and other life sciences degree candidates are encouraged, any local SF bay area degree candidate welcome to apply

**Requirements:**

- Ability to work in office (San Mateo, CA)
- Strong ability in Microsoft Office (Word, Excel, PowerPoint)
- Experience with graphics software (ie, Adobe Illustrator or Photoshop) preferable, but not a requirement

Interested parties should send resume to [Careers@XelayAcumen.com](mailto:Careers@XelayAcumen.com)