

TITLE: R&D INTERN

GENERAL DESCRIPTION:

The R&D Internship position is responsible for assisting with the design, development and documentation of all medical device and related projects. These activities will include new product design, existing product changes and modifications along with the evaluation of new and competitive products, device components, and processes. These activities may also include planning and conducting research studies and experimental designs in support of new technologies or modifications of existing technologies.

SUPERVISION:

- This position is under direct supervision of the R&D Chemist, Scientists or Engineers.
- This position will work directly with the technical personnel within the R&D Department.

RESPONSIBILITIES:

- Exhibit communication skills through keeping supervisor, senior management, and the team members informed about progress made experiments.
- Assist with the evaluation of various biomaterials and collaborative/competitive products to translate these opportunities into viable development projects.
 - Develop an understanding of NovaBone's product offering and the clinical applications of these products for the regeneration of hard tissues.
 - Demonstrate organizational skills in collecting data and maintaining databases on multiple projects simultaneously.
 - Support the characterization of various prototypes using internally developed or standardized procedures.
 - Conduct various physical and chemical analyses of raw materials, intermediates, existing and competitive products including mechanical testing and routine assays of chemical components.
 - Assist with studies using Design of Experiments, and effectively utilize statistical analysis to evaluate experimental data.
 - Provide support to maintain laboratory and production facilities and employee safety practices in accordance with current OSHA standards.
- Effectively implement problem solving skills and techniques to identify potential issues, conduct impact assessment, develop and implement mitigation and resolution plans and activities.
- Assist in the preparation of reports and technical documents to support Research and Development activities.
- Interact with outside vendors to identify and source raw materials and laboratory consumables to support NovaBone Products.
- Perform other duties as assigned and participate as part of the R&D team.

MINIMUM SKILL REQUIREMENTS:

- Basic knowledge of calibration and validation as related to medical device equipment.
- Good communication and time management skills.
- Attention to detail and problem solving abilities.
- Basic understanding of engineering and scientific principles to be applied in the development and characterization of various raw materials, intermediates and finished products.
- Familiarity with Microsoft Office Products including Word, Excel, Outlook or similar, PowerPoint and Project.

EDUCATION/TRAINING:

- High school diploma with enrollment in an engineering or science discipline at a 2yr. or 4 yr. college or university.

TRAVEL:

- Must be able to travel via car as needed for meetings at various Novabone sites or to attend local training seminars, etc.

TOOLS AND EQUIPMENT USED:

- Standard office equipment: must be computer literate and familiar with Microsoft Suite of Products including Word, Excel, Outlook or similar, Power Point, Visio and Project.

- Analytical laboratory equipment for chemical analysis (spectroscopy, thermal analysis, UV-Vis, FTIR, etc.).
- Standard laboratory equipment for physical characterization (mechanical strength tester, balance, etc).
- Manufacturing and pilot plant equipment including mixers, lyophilizers, vacuum ovens, and packaging equipment.
- Drafting of the standard operating procedures as required.

PHYSICAL REQUIREMENTS:

The physical requirements listed in this section include, but are not limited to, the motor/physical abilities and skills require of this position in order to successfully undertake the essential duties and responsibilities of this position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.

While undertaking the essential duties and responsibilities of the position, the employee must repeatedly sit, listen, speak, and be able to operate office equipment such as computers, copiers etc. The employee is required to go to all areas of the company. The employee may be required to periodically lift and/or move up to 50 pounds.

ADVERSE WORKING CONDITIONS:

The adverse working conditions listed in this section include, but are not limited to, those environmental conditions to which the employee may be exposed while undertaking the essential duties and responsibilities of this position, which is that of a general office space along with a R&D laboratory environment.

Adverse exposure may result from the handling of hazardous and biohazardous materials that include, but are not limited to, flammable and corrosive liquids, compressed gases, sharps, and medical wastes.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.