

QUALITY ASSURANCE TRAINING INTERN

Employee Name:	
Date of Hire:	Position Start Date:
Job Classification: Technical Support	Direct Supervisor: Sr. Manager Quality Assurance

Job Description:

The QA Training Intern is responsible for assisting in the administration and maintenance of the Electronic Training System (ETS). In addition, the Intern will support the QA Department and gain knowledge of the FDA regulated industry.

Responsibilities:

- Perform Review of Training courses associated with new and revised documents
 - Ensure the course configuration is correct
 - Ensure correct assignment of the course(s)
 - If applicable, ensure exams are updated to match the revised document
- Assist in updating job profiles, job codes, and curricula
- Assist with new employee orientation
 - Create new employee training paperwork as needed
 - Train new employees on cGMP, Documentation Standards, and Manufacturing Process overview
- Process miscellaneous training activity
 - Employee movement (i.e. separation or job transfer)
 - Daily training requests: Assign/remove job codes, file miscellaneous training, launching requested re-training, etc.
- Support Training Department as needed
- Execute and report analysis within the ETS database as requested by Quality Management
- Follow Standard Operating Procedures, safety, health, and cGMP Guidelines

Qualifications:

- Progressing to bachelor degree in a Science, Technology, Engineering, or Mathematical field or BA or BS degree
- Proficient with current word processing and database software
- Strong interpersonal/group skills
- Strong communication skills, verbal and written

I understand and accept the responsibilities as described above.

Employee Signature

Date