Part-Time Clinical Development Intern (Final Year Student) — Needle-Free Vaccination (Clinical Startup)

Location: Hybrid / Remote

Employment Type: Part time (1-2 days/week) Duration: 10 months

Department: Clinical / Operations

Reports to: CEO and COO

Company/Role Summary

We are a clinical-stage startup developing needle-free vaccination technologies designed to simplify vaccine administration and improve patient and provider experience (e.g., microarray/microneedle patches or needle-free jet injection).
We're looking for a Part Time Clinical Development Intern to support the planning and delivery of early clinical studies (Phase 1/2 and supporting activities), working across Clinical, Regulatory, Quality, and device/engineering stakeholders. Vaccine clinical development typically progresses through phased clinical trials under regulatory oversight; you'll gain structured exposure to how those studies are run in a fast-moving startup setting.

This is a hands-on role for someone who is organised, curious, and keen to learn how clinical programmes are executed—especially where delivery technology matters alongside the vaccine itself.

Key Responsibilities (Part-Time Scope)

1) Clinical Study Support (Operations & Execution)

- Support preparation of core study materials (trackers, meeting packs, status updates, action logs)
- Assist with vendor and site coordination (e.g., scheduling, document follow-ups, readiness checks)
- Help maintain essential trial documentation and filing practices (TMF/eTMF support where applicable)
- Support training logistics and materials for study teams (e.g., slide decks, quick guides)

2) Documentation & Compliance (GCP-Aligned)

- Support document version control and review cycles (protocol/supporting docs, templates, trackers)
- Assist with audit-readiness habits (clear filing, traceability, decision/action capture)

- Contribute to SOP/template improvements to help the startup scale

3) Needle-Free Delivery / Device-Adjacent Clinical Activities

Because needle-free vaccination can involve a delivery device + vaccine, you may also support:

- Coordination of device-related study materials (device accountability logs, training aids, usage guidance)
- Support for usability/training feedback collection (what worked, what confused users, what to improve)
- Cross-functional working sessions between Clinical, Engineering, and Quality to translate learning into updates (Combination products are regulated as a whole and require coordination across constituent parts.)

4) Data & Reporting (Startup-Friendly Insights)

- Maintain simple dashboards/KPIs for trial delivery (milestones, recruitment signals, operational risks)
- Produce concise summaries for leadership and project reviews (what changed, what's blocked, what's next)

What Success Looks Like (First 8–12 Weeks)

- You run a reliable weekly clinical delivery cadence (status pack + actions + risks)
- Study documentation is organised, current, and traceable
- You've improved at least one workflow (e.g., document control, vendor follow-up, training tracking)
- You contribute to device-adjacent readiness (training materials / accountability tracking) in a way that reduces friction for the team

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Who We're Looking For (Final-Year Student Profile)

Required

- Final-year student in Life Sciences, Biomedical Science, Immunology, Pharmacy, Bioengineering, Health Sciences, or related field
- Strong organisation and attention to detail; comfortable managing multiple small workstreams

- Confident communicator (able to summarise clearly and follow up professionally)
- Comfortable with Excel and PowerPoint (or Google equivalents)
- Interest in clinical research and/or vaccine development (clinical phases and expectations are part of the learning)

Nice to Have

- Exposure to clinical research (module, placement, lab project, volunteering)
- Interest in needle-free delivery technologies such as microarray/microneedle patches or needle-free injection systems
- Familiarity with regulated documentation habits (basic GCP awareness is a plus)

Working Pattern & Support

- 7-14 hours/week, flexible scheduling with some overlap for key meetings
- Clear weekly priorities designed for part-time delivery
- Mentorship from Clinical Development/Clinical Ops leadership; exposure to Regulatory/Quality and device/engineering interfaces

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Why Join a Startup in Needle-Free Vaccination?

- High visibility and meaningful impact in an emerging vaccination approach (e.g., microarray patches prioritised as a major delivery innovation by global immunisation stakeholders)
- Broad exposure across clinical planning, operational execution, and delivery-technology considerations
- A strong springboard into Clinical Ops, Clinical Development, Regulatory Affairs, or Medical Device/Combination Product pathways

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Tools You'll Use

Excel, PowerPoint, Teams, SharePoint/OneDrive; optionally Power BI/Tableau; tracking tools (Jira/ADO/Smartsheet) depending on setup.

Equal Opportunity

We're committed to building an inclusive workplace and encourage applications from all backgrounds.

Please contact send your CV to:

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KP Therapeutics
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