About Us: American Gene Technologies is a gene & cell therapy company with a technology platform that spans HIV, cancer, and monogenic diseases. Our COVID-19 testing lab provides same-day and overnight RT-PCR testing for clients across the DMV, serving travelers, schools, and the occasional embassy. Every client we connect with receives a faster turnaround time on their COVID-19 RT-PCR tests, and adds to the revenue stream that flows into our phase 1 trial for AGT103-T. We are always looking for dedicated, passionate individuals who can think critically and creatively to help us bring cures to the world.

AGT is providing highly accurate, same-day, molecular PCR COVID testing for the Maryland, DC, and Virginia communities. Your job will be to find new sources of customers to add to our growing business of travel service companies and doctors. Best of all, your efforts will be contributing to curing HIV by helping to fund the current clinical trial of an advanced gene and cell therapy that is intended to cure HIV. It is a paid position.

This is your opportunity to get your foot in the door at a growing, cutting-edge biotech company that was named Mid-Atlantic Innovative Company of the year by the Northern Virginia Chamber of Commerce.

Job Description: American Gene Technologies is seeking an Intern for the Operations Department. This person will work with Operations staff to complete independent projects and/or provide support in the areas of sample processing logistics, inventory management, Consumable management, research, and account management. Hours and focus of work are flexible depending on availability and skills. A commitment of roughly 25-30 hours per week for a minimum of 12 weeks is required with some evening availability on Thursdays, Fridays, and/or Saturdays. This position is a paid position.

- Data entry, filing, spreadsheet management
- Attend Meetings with Operations Department
- Conduct independent research as directed.
- Update database for medical billing and client management.
- Create maps for sample pick ups and drop off from clients to AGT lab.
- Manage Laboratory information management system (LIMS) database.
- Enter expenses in budget spreadsheet.
- Organize and maintain database of medical billing.
- Work with testing staff to create inventory of items in storage.

Preferred Qualifications:
1. Students pursuing a bachelor’s or master’s degree in Biotechnology.
2. Excellent organization, communication, and computer skills (MS Word, Excel, and Powerpoint).

Compensation: This internship will enable the successful candidate to obtain valuable specialized experience in Biotechnology administration.

This position may satisfy requirements for earning college credit. Paid position.

TO APPLY:
Logon to Career Connector, search for position title “Operations Intern”, and click the blue Apply button to upload a resume.