

## Harvard Innovation Labs Stealth Startup Internships & Full-Time Opportunities

### Overview:

A Harvard Innovation Labs stealth startup is offering paid (1) Business Development, (2) Operations, (3) Campus Ambassador, (4) Executive Assistant, (5) Founder's Associate, (6) Research, (7) Computational Biology, and (8) Software Engineering internship and full-time opportunities to exceptional undergraduate and graduate students as well as recent graduates.

### Further Information:

(1) *Business Development* team members will partake in activities related to funding and partnerships, including preparing materials and analyses for government, academic, philanthropic, and venture-based grants, as well as due diligence. (2) *Operations* team members will support various functional aspects of the company, executing core business objectives, streamlining processes, and supporting organizational efficiency. (3) *Campus Ambassadors* will spearhead campus engagement efforts and support recruiting initiatives through strategic outreach, relationship building, and promotion. (4) *Executive Assistants* will assist the CEO and senior executives, managing appointments and maintaining accurate records and documentation. (5) *Founder's Associates* will support the CEO and other senior leadership members in making informed decisions, defining organizational priorities, as well as identifying bottlenecks, challenges, and solutions. (6) *Researchers* will focus on experimental design, patent drafting, scientific assessment of proteins and pathways of interest, literature reviews, and prioritizing targets and assets. (7) *Computational Biologists* will design and implement efficient algorithms to analyze high-dimensional biological datasets and advance data curation efforts. (8) *Software Engineers* will develop and maintain applications and tools to advance research and business objectives.

The positions pose a great opportunity to get hands-on experience in building a biotech company and drug discovery. Interns and full-time hires will be provided with a highly competitive salary and the option to work remotely. Applications are reviewed on a rolling basis and start dates are flexible. Full-time hires will be provided with a generous benefits package, including healthcare and paid time off. Internship positions will require approximately 5 hours of work per week for 3 months, with an option for extension and promotion for exceptional performers.

### Qualifications/Requirements:

- Must be an undergraduate or graduate student, clinical trainee, or recent graduate at or from a top institution; Exceptional candidates from all academic backgrounds, including the natural and applied sciences, social sciences, business, and humanities will be considered.
- Excellent communication and writing skills, with proficiency in Microsoft Word and Excel.
- Resourceful, independent, and able to function at a high level with intermittent supervision.
- For *Computational Biologists*: Proficiency with algorithm development and statistical analysis
- For *Software Engineers*: Facility in developing and deploying complex software applications

### About the Company:

The company is developing a novel therapeutics platform for an array of monogenic and common diseases. Work to date has been funded by the Harvard Innovation Labs, the Massachusetts Institute of Technology, and several U.S. venture capital funds, including Harvard's Allston Venture Fund,

backed exclusively by six funds: Bain Capital, General Catalyst, Polaris Partners, Highland Capital, Underscore VC and GETTYLAB, as well as Pillar VC and BlueYard Capital.

**Application Submission:**

*All applicants should use the following link to apply:*

<https://form.typeform.com/to/yWGIEJGB>