



Rutgers Business School
Newark and New Brunswick

business.rutgers.edu
Tel. 848-445-3600
Fax: 732-445-5647

Employers Task and Activity Outline

SECTION 6 – EMPLOYER OUTLINE OF WORK ACTIVITIES

To ensure a strong alignment between Rutgers Business Schools Internship and Cooperative Work programs with the reality of work performed in the business and corporate world, we are asking prospective employers to complete the following outline.

Please identify in detail (utilizing Measurability and Verifiability examples) those task / activities to be performed by the student. To aid in the process of measuring a student's performance please identify what you perceive to be the agreed results and outcome of his or her work experience learning experience and how best this can be verified.

Proposed Work Tasks / Activities	Perceived Results / Outcome of Work Experience
Develop Visuals with Tableau Software	Work with a new application used for more in-depth analysis of data
Analytics	Track and manage data from various sources for interpretation of usage trends
Attend Weekly Meetings	Organize meetings and discuss ways to improve a certain topic or area
Networking Opportunities	Attend events and form one-on-one's to develop professional relationships within the organization
Reporting	Run reports, process information, and data gathering for senior management
Work in cross functional organization	Work across different groups for accessibility options. For example reaching out to IT for technical support to process requests
Maintain Visuals in Tableau	Keep detailed record of issues that arise from visuals within tableau
Create R&D Factbook	Create and compile data to be used in the pharmaceutical factbook
Present R&D Tracker Data	Give demo's on the operation of the R&D Tracker Tool
AD HOC Requests	Miscellaneous requests from senior management

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1) Point of contact on global capital projects for DSSc and ClinPharm: review and process IARs; track the latest forecast against the monthly spend; process close-outs	Ability to manage a multi-million dollar budget and understand the process behind budget management and capitalization of projects after approval.
2) Monthly headcount reporting for DSSc and ClinPharm: reconciliation between RTT and Beacon; preparation of the monthly HC reports for financial reporting	Ability to account for labor hours and understand how labor hours are allocated in a multi-national company.
3) Assist in business plan update process, including quarterly actuals vs plan analysis; create master data; process SEM uploads	Ability to stay updated and update others as information is continuously processed.
4) Manage the Beacon Project Structure for DSSc (preclin/clin structure)	Ability to understand and manage information systems in line with the business.
5) Assist in quarterly close activities: process quarterly transactions: accruals/reclasses; analyze IR/GR report; pull BvA; analyze Mismatch Report/Open PO	Ability to meet deadlines and submit paperwork in a timely fashion for quarter closes. This includes accounting for any discrepancies in the budget.
6) Ad HOC requests/projects (i.e. OOP tasks, various BvA tasks, special project)	Ability to take on extra work material as it occurs and complete them successfully.

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<ul style="list-style-type: none"> Analyze financial data and made determination of tax filings. 	<ul style="list-style-type: none"> Be able to understand the underlying meaning of financial data, and use that information in tax returns filings.
<ul style="list-style-type: none"> Perform research on the impact of new laws and tax filings. 	<ul style="list-style-type: none"> Be able to effectively research new laws and regulations that might impact tax filings.
<ul style="list-style-type: none"> Prepare international and domestic corporate income tax filings. 	<ul style="list-style-type: none"> Be able to understand corporate tax filing on both domestic and international side.
<ul style="list-style-type: none"> Communicate via email and/or phone calls with various tax agents to resolve various tax issues. 	<ul style="list-style-type: none"> Be able to effectively communicate with tax agents to gather correct information Gain exposure to different tax issues.
<ul style="list-style-type: none"> Work directly with various business contacts in assisting them with tax inquires. 	<ul style="list-style-type: none"> Be able to provide answers to various tax inquiries from different departments.
<ul style="list-style-type: none"> Work directly with Manager and Vice President on various domestic and international filings. 	<ul style="list-style-type: none"> Gain experience to work with different levels within the company. Gain exposure to various domestic and international tax rules and regulations.