

## *Student Internship in Diversity & Inclusion (3–6 months)*

### **Who we are**

Basel is the headquarters of the Roche Group and one of its most important centres of pharmaceutical research. Over 9,500 people from approximately 90 countries work in Basel, which is one of Roche's largest sites.

Roche is an equal opportunity employer and strictly prohibits unlawful discrimination based upon an individual's race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, mental/physical disability, medical condition, marital status, veteran status, or any other characteristic protected by law.

### **The Position**

The Diversity & Inclusion team, located in Basel, works with business and human resource leaders to raise awareness about the importance of D&I for the business and to foster a more diverse and inclusive work culture. The intern would work closely with members of the Diversity & Inclusion team, as well as the Chairs of the Diversity Networks in order to facilitate improved communication and access to information, tools, and resources.

During the internship your tasks will include:

- Redesign the content of existing information sharing platform and migrate to a new information sharing platform (structure/set-up, naming convention, access rights, etc.)
- Support the Intranet content migration onto a new platform (text and graphics)
- Support the creation of a Diversity and Inclusion toolkit for HR, People Managers & Employees
- Review and enhance the existing Diversity & Inclusion speaker and facilitator list
- Other tasks as defined

### **Who you are**

You're someone who wants to influence your own development. You're looking for a company where you have the opportunity to pursue your interests across functions and geographies. Where a job title is not considered the final definition of who you are, but the starting point.

You are someone who is able to see and understand connections between information and how it is used. You can facilitate the use of information through technology to create efficient, shared, and consistent processes. You can plan the big picture and implement with attention to the small details. You are organized. You communicate clearly and directly both in writing and verbally, and seek to help others when possible.

Moreover you are/have:

- Enrolled in Bachelor or Master program at a university, ideally in organizational effectiveness, information sharing/technology or library sciences
- At ease with Information Technology and leveraging digital information
- Ability to visualise content (text and graphics)
- Excellent organisational skills and eye for detail
- Excellent German & English language skills
- Trustworthy and reliable
- Able to work independently and in a team
- Knowledge of Sharepoint technology an advantage

The internship can start between January 2015 and March 2015 – please clearly indicate your preferred starting date and duration (3–6 months) of internship on your motivation letter. Due to regulations non-EU/EFTA citizens must provide a certificate from the university stating that an internship is mandatory as part of the application documents.

Job ID No.: 2957216758

Contact HR: L. Marques, Phone +41 61 687 87 65

The next step is yours. To apply online for this position visit [www.careers.roche.ch](http://www.careers.roche.ch)

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