

WE ARE LOOKING FOR...

THE NEXT LEADERS

Who Can Help Touch Every Part of Gilead

Why Corporate Functions

Corporate Functions houses Information Technology, Finance, Operations, HR, Public Affairs, Legal, and other critical departments that help ensure Gilead's business runs effectively while positively impacting our employees, the communities we serve, and societies in which we operate. We responsibly manage facilities, implement new technology, enable sound financial practices, build our brand and engage employees. In addition, we take an ecosystem approach to inclusion and diversity, focusing on our people, our relationships with partners, and organizations dedicated to societal change. We also understand it takes more than medicine to advance global health, which is why we work collaboratively to eliminate barriers to care and build solutions through community advocacy and education.

This function includes many teams that make a significant impact on our business and beyond. Be a part of the team that touches every aspect of Gilead.

What We Offer Within Early Talent and University Relations

- Paid summer internship program and full-time opportunities
- Real-life work experiences
- Opportunities include: Technology, Finance, Operations, HR, Public Affairs and Legal

HUMAN RESOURCES

- HR Business Partners
- Talent Acquisition and Mobility
- Employee Relations
- Talent Development and Inclusion
- HR Project Management and Technology

CORPORATE AFFAIRS & LEGAL

- Legal
- Public Affairs
- Government Affairs

THE CFO ORGANIZATION

- Information Technology
- Finance and Accounting
- Corporate Development and Alliance Management
- Operations
- Investor Relations
- Tax
- Audit
- Payroll

Required Qualifications

- Must be at least 18 years of age at the start of the internship
- Must be enrolled full-time in a Bachelor's, Master's, MBA, JD or PhD program at a nationally accredited U.S. college or university, with continued full-time enrollment required in the Fall semester following the internship.
- Must be currently enrolled as an undergraduate (freshman, sophomore, junior, or senior) or as a graduate/doctoral student.
- Must have a minimum overall cumulative GPA of 2.8 at the time of application and hire (official transcripts will be requested)
- Must be independently authorized to work in the United States now and in the future (current or future work authorization must not require school or employer sponsorship) official transcripts are required.
- Must be able to commit to a full-time internship lasting 10–12 consecutive weeks between May and August
- Must be willing and able to work at the designated site for the duration of the internship (relocation may be required). All internships are hybrid; fully remote roles are not offered.



Apply Now

<https://www.gilead.com/careers/opportunities/early-career-opportunities>