Full-time Associate Position  
Close Concerns, Inc. – San Francisco, CA

Close Concerns is a healthcare information company focused on diabetes and obesity, two of the largest and most pressing current chronic disease epidemics in the US and around the world. The company is dedicated to improving patient outcomes by educating researchers, business leaders, doctors, and patients about cutting-edge news and research regarding obesity and diabetes. Our subscribers include companies working to develop new medical therapies, nonprofit organizations, academic researchers, and government bodies. By serving as a source of information for a broad range of healthcare stakeholders, Full-Time Associates have a real impact on the quality of care for the diabetes and obesity patients around the world. Close Concerns is well respected in the healthcare community and has an active advisory board of world-class endocrinologists, cardiologists, and primary care physicians. Our firm is led by Kelly Close (Amherst ’90, Harvard Business School ’95) and housed in the vibrant Lower Haight neighborhood of San Francisco. Close Concerns also works closely with The diaTribe Foundation, an independent nonprofit that advocates for the diabetes patient community and publishes diaTribe, an educational resource for people with diabetes (www.diaTribe.org).

The Full-Time Associate position at Close Concerns is ideal for someone with a significant science or pre-medical background with additional interest in business, writing, public health, and/or health policy. Associates are involved in nearly every aspect of the company and assume a significant amount of responsibility and autonomy. We are looking for Associates who can spend at least two years at Close Concerns.

The position is an ideal stepping-stone to careers in medicine, public health or business. Alumni often pursue a graduate degree following work with our firm. For example, Full-Time Associate alumni are currently students, residents, or post-docs at Columbia, Cornell, Dartmouth, Harvard, Mount Sinai, Stanford, UCSF, the University of Pennsylvania, and other leading medical schools.

The Associate position entails a wide range of projects, tasks, and opportunities:

- Researching, analyzing, writing, and editing reports for Closer Look and diaTribe
- Attending and reporting on major research meetings (including the American Diabetes Association in Boston in June 2015, and the European Association for the Study of Diabetes in Stockholm in September 2015)
- Participating in conference calls and interviews with world-renowned experts in diabetes and obesity
- Analyzing, synthesizing, and summarizing scientific journal articles
- Analyzing and summarizing quarterly updates from healthcare companies
- Significant opportunities to learn the cutting-edge medical science of diabetes and obesity
- Broad and deep exposure to multiple facets of the healthcare industry, including drug development, drug regulation, public health, technology, mobile health, clinical care, and business
- Opportunities to meet with international leaders in diabetes medicine and top business leaders in the fields of diabetes and obesity
Opportunities for substantial managerial responsibility
Opportunities to participate in healthcare-focused management consulting projects
Opportunities to engage in patient advocacy projects
Guidance and mentorship in preparation for careers in healthcare

This position involves significant travel in the US and internationally. So far in 2014, our Associate team has collectively traveled to Aspen, Barcelona, Boston, Chicago, Denver, Doha, Houston, Kuala Lumpur, Las Vegas, Los Angeles, New York, Orlando, Panama City, Sofia, Vienna, and Washington DC, among other cities. There is often room for flexibility with travel to make it easier for associates to experience the culture and surroundings – as long as work is done, associates are free to choose how and where it happens.

Requirements:
• Demonstrated academic excellence (minimum GPA of 3.6; occasional waivers granted depending on diabetes knowledge and/or extenuating circumstances)
• Exceptionally strong writing and editing skills
• Deep scientific background; experience with research and/or scientific literature review preferred
• High energy and ability to keep multiple projects moving forward simultaneously
• Ability to work independently and collaboratively as part of a team
• Outstanding interpersonal skills
• Strong critical thinking and analytical skills
• Reliability; commitment to schedules and deadlines
• Ability to be flexible
• Responsiveness to constructive feedback
• Interest in frequent travel
• Acute attention to detail

Benefits:
Close Concerns is committed to maintaining an excellent and competitive benefits package, including (but not limited to):
• Full healthcare benefits – medical, dental and vision
• San Francisco public transportation pass
• Gym membership
• Kitchen well stocked with healthy food
• Flexible schedule where desired (interviews, holidays, etc.)

For more information on Close Concerns, see www.closeconcerns.com and for more information on the diaTribe Foundation, see www.diatribe.org.

If you are not currently a college senior or are not looking for a full-time position, check your school student job board or email recruiting@closeconcerns.com in the early spring for information on our Summer Associate position.

To apply:
• Send an email with the subject line “FULL ASSOCIATE” to recruiting@closeconcerns.com AND kelly.close@closeconcerns.com, attaching the following documents:
  o A current copy of your resume as a PDF – please include undergraduate GPA as
well as name of your high school and GPA or rank
  o A current copy of your transcript as a PDF (unofficial transcripts are acceptable)
  o A cover letter answering these two questions:
    ▪ Why are you drawn to work for a company focused on diabetes, obesity, and wellness?
    ▪ How are your skills a fit for this position?

Our application process:
• The deadline for this round of applications is Thursday, December 11th. Until this deadline, we will evaluate applications on a rolling basis, and we strongly encourage all interested applicants to submit their materials as soon as possible. We sometimes open a subsequent opportunity for applications with a deadline in mid-January, but historically individuals who have applied during our first recruiting block have had the most success in our process.
• Following a review of your initial application materials, you may be invited to participate in subsequent steps of our recruiting process.
  o For applicants who progress beyond our initial screening, please notify us if you have any time constraints (i.e.: deadlines for offers from other companies) that you feel we should know about and we will do our best to accommodate.
• Please direct any questions during the application process to recruiting@closeconcerns.com.

Final round interviews will be held at our San Francisco headquarters in late winter; final decisions regarding offers will be made shortly thereafter.

Praise from Close Concerns Associate Alumni

In the past two years I have learned – deeply and continuously – about how companies and clinicians are addressing the urgent worldwide epidemic of diabetes; how to build a successful small business; and how to think creatively and cooperatively in times of uncertainty. I consider myself supremely lucky for the skills I have honed and friendships I have formed at Close Concerns. – Joseph Shivers (Sansum Diabetes Research Center Clinical Research Assistant, Columbia Medical School ‘17)

Close Concerns has given me both a deep and broad understanding of the numerous forces and players that shape health, from researchers to physicians, payors, and pharmacy benefit managers. At Close Concerns, I have had the chance to travel to diabetes conferences around the US and the world, speak with key diabetes thought leaders, pursue topics of personal interest related to diabetes, and even write a 160-page book about type 1 diabetes for patients and families. As an associate at Close Concerns you are given both significant responsibility and latitude, and as a result grow immensely, personally and professionally. It is a job that will engage and challenge you in ways that provide true, life-long rewards. – Lisa Rotenstein (Harvard Medical School ’16)

Associates at Close Concerns have more independence and responsibility than almost any other graduates fresh out of college. The job is exciting, fast-paced, and the best testing ground I could imagine for learning how to become successful in any field. I have drawn upon the skills I learned at Close Concerns to succeed in medical school and will undoubtedly continue to do so for the rest of my career, both as a clinician and as
someone who plans to pursue clinical research. – Jenny Jin (Harvard College ’06, University of California at San Francisco School of Medicine ’12, current resident at Harvard University, orthopedic surgery)

It is difficult to put into words how much I learned while working at Close Concerns. Beyond exposure to a side of healthcare, medicine, and business that few of my peers have experienced, I learned a great deal amount about myself. I found the work both invigorating and challenging and I gained confidence in myself and my abilities that I know is going to make me a better physician and a better human being. – Jessica Swienckowski (Dartmouth Medical School ’14 and Chair of the AAMC Organization of Student Representatives)

While I certainly value the skills I learned at Close Concerns, I am most appreciative of the perspective I gained. The work gave me an exhaustive understanding of the many forces driving medical care and health policy – where those forces succeed and where they fall short. My experiences at Close Concerns have fueled my own passion to be persistent, resourceful, and dedicated in my own career. – Eric Chang (University of California, San Francisco School of Medicine ‘15)

The experience of working at Close Concerns ended up teaching me more than I could have imagined. In brief, my experience has framed my medical career and helped shape my life goals. Throughout medical school I have still drawn upon the skills and knowledge I learned, and I know that these skills and the relationships I made through Close Concerns will last a lifetime. – Mark Yarchoan (Amherst College ’07, University of Pennsylvania School of Medicine ’12, current resident at University of Pennsylvania, internal medicine)

While at Close Concerns I mastered the art of finding creative solutions to tough problems. This confidence is a powerful asset to have when facing seemingly impossible challenges. – Kaku Armah (Amherst College ’07, PhD, Public Health, University of Pittsburgh ‘13)

My time at Close Concerns gave me a confidence, maturity, perspective, and capability uncommon in my peers at medical school. The company has a unique structure that allows associates to learn directly from principals, who are inspiring, talented, and passionate people, and to feel comfortable contributing in creative and powerful ways. – Dan Belkin (Amherst College ’06, Weill Cornell Medical College ’12, current resident at University of Southern California, dermatology)

Simply put, I loved working at Close Concerns because I was able to work with incredibly bright, driven and fun people. Coming from finance, it was a breath of fresh air to be able to actually make something happen when I had a good idea—I really felt like I was making an actual impact with my work. – Jen Lesser (Amherst College ’07, Harvard Business School ’13, now in management at InterMune)

Praise from leaders in the worlds of diabetes and obesity!
"As a diabetes educator who's lucky enough to get updates from Close Concerns and diaTribe, I stay ahead of the curve of what's going on in the diabetes world." – Hope Warshaw, RD, CDE (Hope Warshaw Associates, Alexandria, VA)

"For providers, patients, industry, and investors, Close Concerns is the link for everyone in the field. You literally 'connect the dots' for all of us." – Irl Hirsch, MD (Professor of Medicine, University of Washington, Seattle, WA)

"The information provided by Close Concerns is concise, up to date, accurate, on the cutting edge, and always well written. The dedication to the world of diabetes that they have provided is unsurpassed. In the busy world we all live in, I count on Close Concerns to keep me up to date for meetings and events I cannot attend." – Davida Kruger, BC-ADM (Henry Ford Health System, Detroit, MI)

"Close Concerns is far more than a business. It's about dedication and commitment to further our progress in preventing and treating diabetes. It's about a passion to wipe out diabetes; a passion to learn and tell others what's going on, and without that communication we lose efficiency and effectiveness." – Richard Kahn, PhD (Former Chief Scientific and Medical Officer of the American Diabetes Association)