



Mission Health System Internship Availabilities

Below are the available **unpaid** internships with Mission Health System!

If you are interested in an internship opportunity within Mission Health that you do not see listed below, please contact Education.Services@msj.org with your request!

Internship	Contact
• Program Assistant – Parking and Shuttle Services	• Garrett.Male@msj.org
• Digital Media Communications Internship	• Heath.Nettles@msj.org
• Performance/Quality Improvement Intern	• Dawn.Burgard@msj.org

Program Assistant – Parking and Shuttle Services

Role Summary:

The Parking and Shuttle Services Assistant will provide a broad range of administrative and program support to the Manager of Parking and Shuttle Services. Duties will include:

1. Conducting research to determine best, and/or common place practices for parking and shuttle operations at hospital or healthcare facilities.
2. Coordinate marketing, outreach, and implementation for alternative transportation programs. The position entails planning and coordinating communications, including promotions, to inform employees and patients/visitors about parking, shuttle, or other transportation programs at Mission Hospital.]
3. Coordinate data entry for both the valet and shuttle parking programs; interpret data and make recommendations for program improvements.
4. Provide clerical support for the program, including timely distribution of information and materials, regularly updating programs databases and website, and monitoring program supply inventories.
5. Assist in the development and implementation of incentive programs, special events, and surveys.
6. Assist Manager of Parking and Shuttle Services with administrative duties and performs other related duties as required.

Intern Learning Objectives:

Intern will:

1. Learn to work within a team and to communicate effectively with colleagues and supervisors
2. Learn to develop a comprehensive marketing campaign across social media platforms
3. Be able to demonstrate knowledge of the organization by communicating with internal and external customers through various forms of communication, phone calls, email correspondence, interoffice communication during team meetings and written reports.

Skills, Knowledge, Abilities:

Must have strong computer skills including some knowledge of database management, word processing, and spreadsheet development. Must possess excellent customer service skills and the ability to work independently or as part of a team. Must be able to prioritize work and manage multiple tasks. Strong interpersonal, written, and oral communication skills required. Knowledge of commuter transportation and/or parking industry is highly desirable.

Required Education: None

Preferred Education: None

Preferred License: None

Preferred Experience: Some knowledge of commuter transportation and/or parking industry is highly desirable.

Preferred skills: See above.

If interested in this internship, please email Garrett Male, Manager of Parking and Shuttle Services at Garrett.Male@msj.org with your resume.

Digital Media Communications Internship

Role Summary:

The Digital Media Communications Intern is a valued member of the Marketing & Communications team at Mission Health. Working in tandem with the digital media/marketing & communications teams, this internship will curate content for the newly launched Mission Health blog, eNews and other digital channels, and assist in engaging the organization's stakeholders (patients/consumers and their families, caregivers and community) through digital mediums best reflecting the services of Mission Health. This internship will assist in making all digital forms of media transactional and trackable, and find ways to leverage digital assets as a valuable educational service.

Skills, Knowledge, Abilities:

Excellent Communication abilities, including spoken & written communication, creative writing skills, and experience interviewing, drafting and editing content. Social Media and web content experience highly preferred.

Required Education: High School Diploma with progression toward two, four-year, and/or graduate degree

Preferred Education: Pursuit of an undergraduate or graduate degree in communications, new media, information technology, graphic design, marketing or public relations, creative writing, or English strongly preferred.

Preferred License: N/A

Preferred Experience: InDesign, Adobe Flash, HTML, and Video Production experience are preferred but not required. Blogging, Social Media management, CMS experience, and Writing for web & SEO.

Preferred skills: InDesign, Adobe Flash, HTML, and Video Production experience are preferred but not required. SEO, Web Design, Blog Management.

If interested in this internship, please email heath.nettles@msj.org with your resume and examples of your work.

Performance/Quality Improvement Intern

Educational Internship Role Summary:

The Performance/Quality Improvement Intern will work with Performance Improvement team members in a Healthcare setting to improve Patient Outcomes, Quality, Safety, and Experience. During this time, interns will be given the opportunity to learn and apply Performance improvement tools such as Lean, Six Sigma/Data Analytics, Direct Observations, Process Mapping, and Change Management. Interns will be given the opportunity to work on their own Improvement project, applying learned methodologies.

The Internship program provides individuals, typically current students, an opportunity to utilize the education, knowledge and experiences acquired during their undergraduate or graduate education in a healthcare setting. The fundamental purpose of an internship is to provide the student with practical learning experiences and an opportunity to enhance skills through active participations and involvement, direct exposure and engagement in a variety of functions. The student will work closely with department leadership and other PI staff members to prepare for a career in Healthcare, or Performance/Quality Improvement.

Skills, Knowledge, Abilities:

- Desire to work in a Healthcare setting
- Microsoft Excel, Word, Visio, PowerPoint
- Data Analytic and/or Statistical skills

Required Education: Currently and successfully working on a Bachelor's degree in Nursing, Business, Engineering, or Healthcare Administration, with at least 2 years of completed course work (Junior/Senior status)

Preferred Education: Currently and successfully working on a post graduate degree in Nursing, Business, Engineering, or Healthcare Administration

Preferred License: None

Preferred Experience: Healthcare related experience

Preferred skills: Exposure to Lean/Six Sigma methodologies and tools. Use of Minitab or other Statistical tools.

If interested in this internship, please email Dawn Burgard at dawn.burgard@msj.org with your resume.