

# **Sample Student Intern or Job Descriptions**

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### Sources:

Brigham and Women’s Hospital, Center for Community Health and Health Equity and Boston Private Industry Council (2018). Youth Employment: Investing in Your Company & Community. Boston, MA.

[Boston Private Industry Council](#)

[Conexus Internship Program](#)

[Genesys Works](#)

[MedStar St. Mary’s Hospital](#)

## Healthcare

### Pathology Intern

Responsibilities:

- Data entry and reporting in Microsoft Excel
- Inventory of pathology paraffin blocks
- Return loan materials for second opinion reports to referring institutions
- Fill paraffin blocks that have been cut for diagnosis
- Clean and take inventory of lab equipment

Preferred Skills:

- Strong data entry skills
- Detail oriented

### Central Transport Intern

Responsibilities:

- Transport patients in wheelchairs from departments or waiting rooms to various parts of the hospital
- Deliver specimens throughout the hospital to their appropriate destinations
- Learn the layout of the hospital and how to interact with hospital employees in various departments

Preferred Skills:

- Strong customer service skills
- Detail oriented

### Hematology Intern

The student will report to the Research Nurse and Administrative Coordinator

Responsibilities:

- Input on data design
- Data entry using Access, Excel and HandDbase
- Responsible for producing 10-15 laminated ID cards per day for patients with hemophilia and sickle cell disease using Adobe Acrobat and a laminator
- Research bleeding disorder websites to compile informational "links" that we can display on the website

### Rehabilitation Services Aide

Responsibilities:

- Assist patients with navigating hospital
- Clean, set up/break down equipment
- Greet and escort patients
- Assist in inventory control
- Assist therapists with some activities
- Assist with office duties, including answering phones, filing, photocopying, and tidying up waiting area
- Observe P.T. care when other tasks are complete.

## Pathology Intern

### Responsibilities:

- Data entry and inventory of pathology paraffin blocks
- Collate patient materials which have been loaned to hospital for second opinion with reports, and return loan materials to referring institutions
- Fill paraffin blocks which have been cut for diagnosis

### Preferred Skills:

- Data entry
- Computer skills
- Detailed oriented

## CNA Student Intern

The CNA Student intern will be assigned to and will assist a Nursing Technician with tasks which may involve a group of patients. The purpose of the internship is to allow students in a high school level Health Professionals program to practice basic Nursing techniques under the supervision and direction of a licensed professional.

## Administrative Intern

The administrative intern performs copying, filing, receptionist and other duties to support work production in various departments as assigned. The intern assists staff by performing non-patient care related functions.

## Information Technology

### Help Desk Support Intern

#### Responsibilities:

- Assist employees with any technology issues they might have
- Work with IT team to develop and implement creative solutions for IT issues in the office
- Support IT team in any long and/or short-term projects
- Create data management solutions

#### Preferred Skills:

- Familiar with basic office computer and content management software
- Highly organized, personable, and able to prioritize time-sensitive assignments
- Comfortable learning new programs and able to do so at a fast pace
- Capable of troubleshooting hardware and software issues

### Help Desk Support Intern 2

#### Responsibilities:

- Assist clients over the phone with password and other basic IT related issues on multiple applications. Tasks include verifying identity of client and resetting password through administrator access or escalating tickets to proper support group as needed
- Assist with routing issues received to the appropriate person. Tasks include properly categorizing the issue in ticketing system and assigning to correct support group

#### Skills and Knowledge Gained

- Student gains exposure to an overview of IT and learn more about what areas they have an interest

- Student gains a better understanding of the company as it relates to IT
- Student gains exposure to working in a fast paced professional environment with high expectations and demand for accountability
- Student has the ability to learn and adapt quickly to change in a dynamic environment

### Information Systems Intern

#### Responsibilities:

- Provide workstation software, hardware and application support and troubleshooting for end user community
- Perform end user software and hardware upgrades and installations. Configure and deploy IT equipment to new hires
- Assist in the maintenance and administration of IT resources, assets and accounts. Create or refresh end user and IT instructional job aids and documentation
- Conduct IT equipment and account inventories and audits
- Respond to end user technology support requests

### Web Graphics Intern

#### Responsibilities:

- Maintain current extranets including building additional pages and functionality
- Review existing client branding to design and develop appropriate style sheets and guides
- Design and develop enriching user experience design mockups and site layout in a graphical representation
- Create online prototypes/story boards from designs

### Device Deployment Intern

#### Responsibilities:

- Assist in the support of IT device needs
- Job to include, but not limited to:
  - image/re-image computers
  - set-up of new PCs and equipment for end users
  - assist with client hardware moves throughout the supported facility
  - document and manage requests for IT assistance
  - simple PC hardware repairs once trained and experienced

#### Skills and Knowledge Gained

- Student gains exposure to an overview of IT and learn more about what areas they have an interest
- Student gains exposure to working in a fast paced professional environment with high expectations and demand for accountability
- Student has the ability to learn and adapt quickly to change in a dynamic environment
- Student will learn IT policies and procedures, including PC deployment, move processes and basic troubleshooting skills

## Data/Quality Assurance Intern

The intern will be responsible for assisting the department in various activities to support data and/or quality standards. These activities may include the following:

- Assist in writing and running test scripts for various applications
- Monitor and maintain defects for various applications
- Review data for accuracy and completeness and ensure duplicates do not exist
- Use critical thinking skills to determine the appropriateness of the requests, escalate questions or concerns to immediate supervisor
- Work with employees outside of department to ensure understanding of appropriate request procedures and processes. Be responsive to questions
- Coordinate customer/vendor integration and cleansing activities to match company information across systems. Use reports and system inquiries to assist in identifying customer/vendors matches between systems

### Skills and Knowledge Gained

- Learn impacts of data/quality assurance on enterprise wide systems
- Gain insight around data/quality assurance integration across system platforms
- Improve organizational skills to meet timelines
- Improve general computer skills including keyboarding and desktop shortcuts

## Life Sciences

### Cardiovascular Marketing Intern

#### Responsibilities:

- Attend weekly marketing and weekly agency meetings with members of the Cardiovascular Team
- Provide marketing support to case managers supporting patients receiving drug therapies
- Coordinate cardiologist speaking engagements
- Provide general clerical support
- Coordinate team mailings
- Conduct research and prepare reports for the team

#### Preferred Skills:

- Basic computer skills, including knowledge of Microsoft Outlook, Excel, Word & PowerPoint
- Good organizational and communication skills
- Quality proofreading skills
- Ability to work independently and handle confidential information discreetly

## Real Estate

### Property Management Intern

#### Responsibilities:

- Greet all visitors in a professional manner and refer them to appropriate staff
- Answer all incoming calls and direct them to appropriate personnel
- Gather mail from designated area; open and date-stamp all incoming mail; route mail to appropriate personnel/building/department
- File material in appropriate files
- Accurately type memos/letters/spreadsheets
- Make outgoing calls and page staff members
- Receive and process work orders
- Contact appropriate person in case of any emergency

#### Preferred Skills:

- Strong customer service skills
- Professional attitude

## Financial Services

### Governance, Risk and Compliance Team Intern

#### Responsibilities:

- Research and prepare business continuity session presentations
- Research topics for other Governance, Risk and Compliance training modules
- Enter items into contract system
- Review contract files for appropriate documentation
- Maintain and audit user IDs for several applications
- Monitor and audit secure folder memberships

#### Preferred Skills:

- Strong attention to detail
- Working knowledge of Microsoft Excel

## Manufacturing

### Manufacturing intern

Each of the interns will have exposure to different areas of the manufacturing operations.

Greenville Technology, Inc. plans to include interns in the following areas:

#### Quality Assurance:

- Part gauging
- Production component inspections
- Injection audits
- Quality process audits

#### Production Support:

- Assembly support
- Downtime tracking and analysis

- Process layout optimization
- Containment process optimization
- Time study/Plan vs. Actual

#### New Model Planning:

- Production simulation
- Process design and setup
- Time study analysis
- Packing design

#### Human Resources & Safety

- Staffing support
- Plant safety audits
- SDS system management
- Job hazard analyses
- Weekly and monthly inspections

## Haynes International Description of Intern Work

### **Safety Intern:**

- Assist with Job Safety Analysis (JSA) Preparation
- Organize Safety Library
- Update Equipment Release database
- Research applicable regulations for program updates
- Assist with audit program and policy updates
- Update safety data sheet database
- Organize and archive safety training records

### **Freight Cost Analysis Interns:**

- Meet with cross functional managers to fully understand all facets of freight cost, including cost accounting, purchasing, and shipping management
- Analyze and understand current logistics agreements
- Conduct (basic) research to understand industry best practices
- Pareto analyze all freight charges to determine proper focus
- Develop and present ideas for improvements to the Vice President of Manufacturing
- Develop procedures/metrics to help sustain savings

### **Process Standards Development Intern:**

- Conduct time studies on various manufacturing operations to identify waste
- Analyze base routers to compare engineered times to actual
- Develop standard process times based on the observations
- Offer ideas to eliminate waste through Lean Tools like 5s, etc.