MultiCare Health System: Spark Internship Program

JOB TITLE: Spark Intern

FLSA STATUS: Unpaid

GENERAL DESCRIPTION
The Spark Internship Program is a mentor-directed learning experience offering exposure to healthcare administration for current or recent bachelor’s degree students. The program fosters the development of practical operational experience in a non-profit healthcare system, nurturing and developing potential healthcare leaders. Spark Interns will gain marketable skills for a promising career following the internship, while also accessing opportunities for networking and collaborative learning.

Spark Interns will work on 1-2 department-level, non-clinical projects for a 10-12 week period during the summer. The Spark Intern will be embedded in department operations and offered shadowing opportunities, to include observing and participating in team meetings and discussions.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Demonstrated ability to work effectively in a diverse workforce
- Ability to interact positively and professionally with internal staff and external contacts
- Ability to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar, punctuation with all levels of personnel
- Ability to pay close attention to detail, ensuring accuracy in work
- Ability to use prudent judgment and problem solving skills to make reasonable decisions and recommendations
- Ability to efficiently manage time and workload, which includes planning, prioritizing, organizing, and following through on a variety of tasks, assignments, projects, and reports
- Ability to maintain high levels of confidentiality
- Ability to attend work according to established schedule
- Knowledge of and basic skill in personal computers and related systems and software
- Proficient in Microsoft Office Suite – including Word, Excel, PowerPoint and Outlook
- Ability to organize and communicate complex data clearly and simply

EDUCATION & EXPERIENCE
- Bachelor’s degree candidates, or bachelor’s degree graduates who received a degree no earlier than June 2016
- Prior experience in a healthcare setting preferred (e.g. internships, coursework, volunteering)
- Priority to students and alumni of Pacific Lutheran University, University of Puget Sound, and University of Washington-Tacoma

Last updated: 1/13/17
APPLICATION
Required application materials:
- Resume
- Personal Statement
- Unofficial Transcript
- Letter of Recommendation from a program director, professor, or former employer
All materials due by March 3rd, 2017, 11:59pm PST, for consideration.

Job descriptions represent a general outline of job duties, functions and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is MultiCare’s policy to base hiring decisions solely on the individual’s ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.