

Guthrie Position Description

<i>Position Title</i>	Administrative Intern
<i>Department</i>	Talent (907 50000)
<i>Entity</i>	TGC
<i>Job Code</i>	9065
<i>Job Family</i>	ADMIN

Summary:

Program is designed to provide the Administrative Fellow Intern with an experiential learning opportunity through the assignment of organizational project(s)/ work. Project/work assignment(s) may require participation in the decision-making process of The Guthrie Clinic. Experiential learning project(s)/ work are assigned by The Guthrie Clinic Senior Leadership Team. The program is tailored to meet the education requirements of the internship program and to obtain applied work experience within the healthcare environment. Typical duration is one semester of the Master's degree program.

Experience:

Not required.

Education

Bachelors degree required. Active enrollment in a Masters degree in health care administration, business administration or related discipline from an accredited graduate program required.

Licenses:

Not applicable.

Essential Functions:

- 1.Regular attendance and active participation at operational leadership meetings (i.e. department, entity and system level) as assigned.
- 2.Active participant in senior management team with a focus on performance improvement, patient satisfaction, financial performance, medical staff relationships, program development, employee relations and satisfaction, and compliance with accrediting and other organizations.
- 3.Complete projects as assigned by Guthrie Leadership.
4. Other duties may be assigned as necessary in the performance of this position.

Other Duties:

The ability to maintain confidentiality is essential, since the individual in this position works with confidential/sensitive materials on a daily basis, including patient information, medical records, employee information, etc.

Diplomacy, tact, and professionalism are also of the utmost importance, since the individual in this position deals with personnel on all levels, both inside and outside the Guthrie Healthcare

Contacts:

Internal: Daily contact with Guthrie Clinic personnel at all levels.

External: Frequent contact with representatives from other healthcare organizations, board members, visitors, patients and their families, and guests.

Equipment Used:

General office equipment: personal computer, file cabinets, copy machine, telephone, fax

Physical Demands:

Walking, standing, sitting, bending. Occasional lifting of lightweight objects. Good physical and mental health are necessary to allow sustained attention to many details over an extended period of time.

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Mental Demands:

Good physical and mental health are necessary to allow sustained attention to many details over an extended period of time.

Job Hazards:

Little or no exposure (actual or potential) to health or accident hazards.

Working Conditions:

Normal working conditions. Environmentally controlled indoor office setting.

Exposure Category

Exposure Category II – Tasks that involve no exposure to blood, body fluid, or tissues and Category I tasks are not a condition of employment.

Quality Statement:

A goal of this position is to ensure that all contacts and customers receive quality services. The staff must be willing to participate in the quality improvement process, including but not limited to:

- 1. Identifying areas in which the quality improvement process can be applied;
- 2. Collecting and organizing quality measurement data; and

Employee Signature: _____

Date: _____