



THE HEALTH COLLABORATIVE

Informatics Intern

Reports to: Manager, Support Services		
Level/Grade Internship	Type of Position Non-exempt; Internship	Hours/Week 15-30 hrs./week
GENERAL DESCRIPTION		
<p>As an intern, you will work on innovative and challenging projects that will help drive the technical landscape of the health care industry. You may work in a development, analytical, agile, infrastructure or digital environment to gain exposure to the different technology areas and continue developing the leadership and business skills needed to enhance your business/technology career.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Complete assigned projects and tasks related to specific business initiatives • Clean, audit, and analyze data housed in Salesforce • Examine and evaluate purpose and content of reports to develop new, decommission or improve existing format, use, and control • Reviews reports to determine basic characteristics, such as origin and report flow, format, frequency, distribution and purpose or function of report • Create process flows that map current procedures and workflows • Maintain and follow operational procedures and processes • Create documentation for business processes • Participate in weekly/monthly department meetings • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Other duties as assigned 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • Interest in Health Information Technology • Have a passion for delivering valuable, meaningful and data-driven solutions using technology • Strong written and oral communication skills • Strong analytical skills and fluency in Microsoft Excel • Manage multiple projects with competing priorities • Involvement in leadership and community activities • Ability to effectively communicate technical information in non-technical terms • Ability to work independently as well as with a team in a fast-paced environment. Includes the ability to be flexible to meet project priorities, work under pressure and balance competing demands. • Ability to generate innovative ideas to improve processes and create efficiencies. • Must be able to sit for extended periods of time in front of a computer screen 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • Pursuing an associates, bachelor's or graduate degree at an accredited institution within a business or technology-related field; must have completed general business courses • Knowledge of Database management and CRM technologies such as Salesforce.com, SQL • Cumulative GPA of 3.0 or higher (official transcripts available upon request) 		
OTHER INFORMATION		
<p>APPROVED BY: J. Muindi, Director of Operations DATE POSTED: 02/27/2020</p>		

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.