

**THE CAREER CENTER  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
HEALTH PROFESSIONS INTERNSHIP**

---

**Job Title:**

Health Professions Intern

**Type of Position:**

Anticipated Start Date August 26, 2013-December 11, 2013

Approximately 8-10 hours weekly

**Description:**

The Career Center (TCC) is seeking an energetic Health Professions Intern for the fall semester. TCC is the primary point of contact for all students regarding career development. The internship focuses on assisting the Health Professions Advising team with projects related to student preparation and application to health professional school programs (medicine, dentistry, pharmacy, etc.) The intern will have the ability to work on both small and large projects as well as receive ongoing personalized, professional development from the TCC staff.

**Duties:**

- Assist with the Graduate and Professional School Fair
- Film and edit videos for the TCC website
- Present to students about health professions advising services at TCC
- Serve as coordinator and student liaison of the Health Professions Council
- Submit weekly items for the Health Careers Chronicle
- Update and maintain electronic resources such as the Summer Enrichment Opportunities, Health Professions RSO, and Rural Medicine databases
- Meet regularly with supervising Assistant Director
- Perform other duties as assigned by the Health Professions Advising team

**Qualifications:**

- Junior or senior health professions student
- Outstanding customer service skills
- Strong written and verbal communication skills
- Capability to work independently and with a team
- Ability to work with individuals from diverse backgrounds
- Aptitude for using technology effectively
- Experience presenting workshops is preferred

**Compensation:**

\$8.25 hourly

**Application Procedure:**

Evaluation of applications will begin immediately and continue until a qualified candidate is selected. Interested candidates should submit a letter of interest, resume, and 2-3 references. For full consideration, materials should be received by 5:00pm on Friday, April 19, 2013. Applicants are strongly encouraged to submit their application materials by email as pdf or Word attachments to [agramont@illinois.edu](mailto:agramont@illinois.edu).