

## Internship Job Description

**Job Title:** Internship

**Reports to:** Internship Supervisor

**Statement of Purpose:**

Are you interested in international healthcare or international business? If so, you're going to need the skills and relevant work experience to get your foot in the door to your first job. We take great pride in nurturing the next wave of healthcare professionals and young professionals interested in international business. Through our hands-on internship program, students are provided a highly unique and coveted opportunity to work in emerging markets and develop innovative programs.

**Major Tasks, Duties & Responsibilities:**

Unlike internships at other organizations, our interns gain meaningful, real-world experience which can be applicable to any future career, including research, planning, implementation, and evaluation. You can expect to develop confidence and marketable skills, as well as building a prestigious network.

Internship opportunities exist at our location in metro Detroit, Michigan and allow exposure to all areas of our organization and projects throughout the world. The internship offered provides an opportunity to experience an international consulting firm working in healthcare. Interns will be part of a core team working on a variety of projects. An intern is assigned to a supervisor and during the course of the internship works closely with the team to conduct research, create marketing materials, develop and execute marketing plans, prepare reports, and meet with clients. Interns can expect to have their work published and/or distributed through the organization, as well as make an impact on GHSN growth and project success.

**Skills, Abilities and Educational Qualifications:**

GHSN looks for bright, innovative individuals with integrity and a team spirit. In addition, to be considered, interns must:

- Maintain a 2.5 GPA or higher
- Have junior or senior class status
- Reliable transportation

If the internship will be for course credit, documents from the school before you start will be required stating how many credits you receive, how many hours are you required to work per week, start and

end dates of internship, a point of contact, and if your supervisor is required to fill out an evaluation or meeting with a university point of contact.

For interested parties, please submit a resume and cover letter which outlines your goals for an internship with GHSN. Please send your submission to [careers@ghsnllc.com](mailto:careers@ghsnllc.com).

**Standards of Service:**

Our success is measured not solely by the outcomes of our work, but by the relationships we develop with our clients, co-workers, partners, communities we serve, and the manner in which we conduct ourselves.

It is expected that all ANI team members will represent the organization and fellow teammates in a manner consistent with our values and character as an organization, of which we can all be proud. The following are the characteristics of ANI team members:

- We go the extra mile for every client, guest, and co-worker
- We recognize that physical communication is just as important as verbal communication, in some cases more so. We are cognizant of the language of our bodies by smiling frequently and utilizing good eye contact
- We are always engaged in the situation, even if we cannot understand the language, and are not distracted by electronic devices during meetings
- We introduce ourselves to all individuals and learn their preferred names whenever possible
- We are positive and affirming to others and offer constructive criticism when it is necessary and appropriate
- We offer personal assistance to others and take ownership of situations with the goal of turning negative situations into positive experiences
- We do whatever is necessary to avoid ignoring, insulting, or offending others and we are not argumentative, rude, or condescending with anyone
- We treat others in the manner in which we would like to be treated and are cognizant and respectful of cultural differences, integrating them into our behavior
- We make an effort to learn words and phrases in the local language
- We keep personal issues separate from professional responsibilities
- We are open minded, creative, and innovative, so we are always ready to find new solutions
- We are good stewards of our client's and our own resources
- We maintain a safe environment and observe good safety practices
- We communicate appropriately and are cognizant of privacy, confidentiality, and security
- We maintain cultural appropriateness, respectfulness, and sensitivity in all manners of communication and work product
- We pay attention to detail
- We are flexible
- We do our best and we have fun!



**THE ABOVE STATEMENTS REFLECT THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPLE FUNCTION OF THE JOB AS IDENTIFIED, AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL WORK REQUIREMENTS THAT MAY BE INHERENT IN THE POSITION.**