

Student Intern Position at Braden Diabetes Center

Position Summary

The student intern position at Braden Diabetes Center (BDC) will report to the manager of the Diabetes Care Program. This internship will provide an educational opportunity to pursue an area of interest contributory to the mission and goals of the Braden Diabetes Center. BDC Mission Statement: *To exceed the expectations of our community by supporting patients, families, and caregivers to travel well through life with Diabetes or Pre Diabetes. The Braden Diabetes Center provides evidence-based education, care, and management that is accessible and patient-centered.*

POSITION SPECIFICATIONS

Education: High school diploma required

Experience: Minimum of 1 year in work environment

Prerequisite Skills:

- Accurate typing of 40 WPM, basic skill in word processing, demonstrated verbal communication skills
- Demonstrated interpersonal skills to effectively and courteously work with staff and the community
- Ability to organize work, seek feedback, and make revisions
- Ability to operate computer, fax machine, copier, and calculator

Time/Salary:

- Student is expected to commit to 9 month school calendar
- 3 – 6 hours per week allotted; average is 4 hours per week
- Salary will meet minimum wage. Timesheet will be submitted to the manager



POSITION SPECIFICATIONS (continued)

Responsibilities:

- Identify projects and prepare outline of project complete with timeline to be reviewed with supervisors on schedule agreed by intern and staff
- Submit quarterly reports on projects
- Attend meetings as requested by supervisors and as Intern schedule and interest allows
- Remain in contact by email when not on site
- Serve as liaison with other diabetes management (DM) resource groups in the community (i.e. JDRF, T1 Marin, Carb DM)

References: Three references will be required prior to selection for position

HOW TO APPLY

Contact Kelly Stroup, Clinical Nurse Manager, at kelly.stroup@mymarinhealth.org.

Thank you for your interest in this position and for your support of the diabetes community.

Support for this position is from philanthropic contributions specifically solicited for this student intern position at BDC.

