

SAN LUIS VALLEY REGIONAL MEDICAL CENTER

JOB DESCRIPTION SPECIFICATIONS

<b>Job Title:</b>	<b>ASC Student Internship</b>
<b>Department:</b>	<b>Development</b>
<b>Supervisor:</b>	
<b>Director:</b>	<b>Vice President of Development</b>

**General Purpose:**

Coordinate ASC Internship education and competencies at the San Luis Valley Regional Medical Center.

**Essential Duties and Responsibilities:**

- Provide 120 hours of experience in the Development Department under the direction of Development Department Vice President, Kathy Rogers
- The Department Of Development is responsible for PR, Marketing, Foundation, Service, Volunteers, Grants and other services related departments
- Students will be responsible for researching the best practice in the field of hospital marketing
- Projects will include
  - Staff Development
  - Portfolio of providers to include their specialties and department capabilities. Copies of these portfolios will be available in common waiting areas of the hospital and clinics, as well as be utilized in upcoming marketing materials
    - ◆ The portfolio will consist of knowledge of services
    - ◆ Pictures of providers
    - ◆ Department Directors
    - ◆ Pertinent information assisting in referrals
    - ◆ Graphic designs
    - ◆ Other information as deemed necessary
- Other projects related to service will follow including:
  - Project involving developing and implementing strategies for improving nutrition services quality and accuracy in the patient meal provision
  - Creating and enhancing service recovery methods post patient complaints
  - Other areas as deemed necessary
- Additional opportunities will be provided to the students to assure an all encompassing understanding of hospital operations including experiences observing and assisting in various departments as interesting opportunities arise.

**Minimum Requirements:**

**Time:** 120 Hours completed in the semester

**Experience:** Enrollment in the Adams State Student Internship Program

**Physical Demands:**

Demands include but not limited to:

- Constant: Sitting, walking or standing
- Frequent: Keyboarding and use of computer mouse
- Must have normal visual acuity and depth perception and be able to communicate with people in person, by telephone and the written word.

**Work Environment:**

Works in well-illuminated, climate controlled environment.

**Equipment/Supplies Used:**

- Audio/Visual Equipment
- Computer
- Office Equipment

