



**Company: Parkview Wabash Hospital**

**Job title: Hospital Administration Intern**

**Pay: Based on Experience**

## Position Summary:

As a Hospital Administration Intern, you will gain hands-on experience in the healthcare industry, by working closely with Parkview administrative staff. You will have a unique opportunity to gain hands-on experience in this role. This role offers a unique opportunity to contribute to special projects and initiatives aimed at enhancing hospital operations and patient care. The intern will also play a critical role in fostering collaboration with community partners and ensuring an exceptional experience for patients, visitors, and staff.

## Possible Responsibilities:

- Participate in special projects and initiatives aimed at improving hospital operations and patient care. This may include collaboration and partnership with other community entities and resources within Wabash County.
- Provide excellent customer service to patients, visitors, and staff.

## Preferred Skills/Experience:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and a commitment to maintaining confidentiality.

## Benefits:

- Gain practical experience in a hospital setting.
- Opportunity to learn from experienced healthcare professionals.
- Develop skills in administration, project management, and customer service.
- Networking opportunities within the healthcare industry and Wabash County


## Education:

- Must be a current undergraduate college student or graduate college student. Specific educational focus or degree may be preferred depending on the hosting department of the internship. Specific license and/or certification may be preferred depending on the hosting department of the internship. GPA of 3.0 or above  
Submission of Cover Letter Resume and Letter of Recommendation. Other qualifications may vary by department of internship.

**For more information or to apply:**

 [www.visitwabashcounty.com/wabash-county-fellowship-program/](http://www.visitwabashcounty.com/wabash-county-fellowship-program/)

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