The Stanford Center for Digital Health (CDH) is hiring a 2018 Summer Intern! This highly motivated individual will have a unique opportunity to assist the Center in a diverse range of deliverables to advance digital health efforts at Stanford University School of Medicine and beyond. The paid, full-time position will last for 10 weeks starting May or June 2018 with the possibility of extension.

About CDH:
Launched in January 2017, the Stanford Center for Digital Health (CDH) is a School of Medicine resource that provides tools and opportunities to further collaboration and advancement of digital health. We find synergies and create collaborations between Stanford Medicine, digital health, and technology companies. CDH enables the Stanford community to create cutting-edge advancements at the intersection of health care and technology. The center also provides training on developing and implementing digital health tools for clinical practice.

CDH advances Stanford digital health efforts through collaboration and exploration. We strive to advocate precision health in new ways by focusing on our three pillars:

**Enabling the community:** By providing central resources, information, and guidance, we promote activities and disseminate sharing learnings to advance the Stanford digital health community.

**Connecting opportunities:** By navigating and leveraging the diverse digital health ecosystem, we foster industry collaboration to promote innovative projects for our Stanford faculty, students, and researchers.

**Leading key initiatives:** Through thought leadership, project management support, and infrastructure building, CDH leads initiatives to boost ingenuity and develop the next generation of healthcare leaders.

2018 Intern Role and Responsibilities:
- Assist Program Manager and CDH leadership in execution of team deliverables
- Support coordinating CDH events, including but not limited to: educational workshops, networking events, and conferences
- Help develop relevant documents and communications, including meeting minutes, agendas, newsletters and reports
- Support team by tracking the status of research, projects, programs, and tasks associated with the Center
- Interact with multiple Stanford departments, centers, and schools across the University

How to Apply:
- Please submit your Resume to: https://bit.ly/2HEWeef

Ideal Candidate: (Entry Level)
- Current or recent college undergraduate interested in developing program or project coordination skills
- Strong written and verbal communication skills; Proficiency in Microsoft Word, Excel, & PowerPoint
- Passionate, highly self-motivated individual, comfortable driving tasks with minimal supervision
- Strong time management and organizational skills, attention to detail, and ability to multi-task
- Understanding of how to efficiently consolidate large amounts of information into a concise format
- Ability to adapt in a rapidly evolving workplace within multi-disciplinary teams, working autonomously as needed
- Passionate in creating eye-catching communications and visual designs
- Marketing and business skills are a plus

CDH Internship will offer you the opportunity to:
- Explore career paths – Be exposed to a diverse range of careers and industries, including healthcare, business, engineering, and design
- Network – Meet and develop professional relationships with Stanford faculty, researchers, staff, and students
- Mentorship – Receive insight from experts to guide your professional development

For more information, contact us at: digitalhealth@stanford.edu