As an undergraduate summer administrative intern with Stanford CME, you will have the opportunity to work in a dynamic, fast-paced environment and gain hands-on experience in one of these areas. You will work closely with our team to support the planning and execution of continuing education activities, including conferences, workshops, and online courses.

Qualifications:
- Currently enrolled as an undergraduate student
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Interest in healthcare and/or education is a plus

APPLICATIONS DUE: MAY 26, 2024

Duration and Compensation:
- Part-time, M-F (10-19 hours/week)
- $20 - $23/hour. This is a remote and/or in-person, paid internship that will run for 10-12 weeks during the summer. Exact start and end dates are flexible.

The Stanford Center for Continuing Medical Education (Stanford CME) advances patient and population health and promotes innovation by planning and implementing accredited continuing education activities.