

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.

SUMMER INTERNSHIP

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.

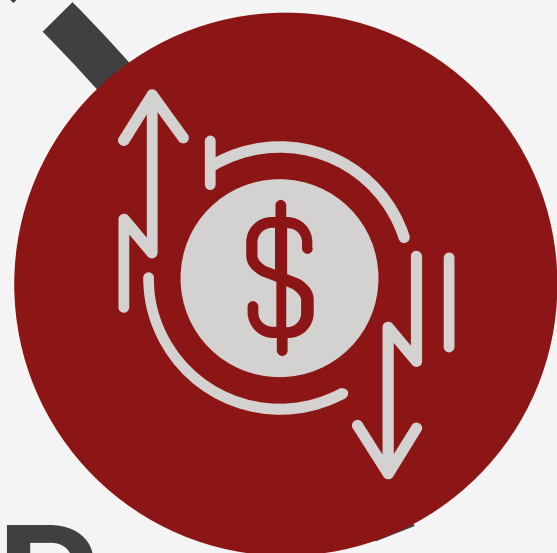
Qualifications:

- 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



Administrative & Education Development Intern

This internship offers hands-on involvement in various administrative tasks and educational projects, event logistics for in-person activities and the creation and enhancement of educational materials.



Finance Intern

This internship provides hands-on experience in assisting with finance and accounting related tasks for continuing education activities, such as budget preparation, reconciliations, and related functions for conferences, workshops, and online courses.



Marketing/Social Media/Content Writer Intern

This internship offers hands-on experience in creating marketing deliverables, including visual layouts, illustrations, and document templates, social media and email campaigns, managing and identifying new marketing channels, and crafting well-structured medical education content.



Podcast Production Intern

This internship offers hands-on experience in various aspects of podcast creation, including research, content development, editing, and promotion.



Technology Intern

This internship offers hands-on experience in managing technology and website-related deliverables and assets, analyze data and trends using web analytics tools.

APPLY NOW 

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.