



<https://www.internshipcanada.online/job/mount-sinai-internships/>

Mount Sinai Internships 2024 / 2025 Apply Online

Description

Mount Sinai Secondary School is dedicated to providing exceptional education and hands-on experience in the healthcare sector. Our internship program, Mount Sinai Internships, offers a unique opportunity for students to gain practical knowledge and skills in various healthcare disciplines.

We are seeking a motivated and organized individual to join our team as a Healthcare Internship Program Coordinator. In this role, you will be responsible for overseeing all aspects of our internship program, ensuring its success and effectiveness in preparing students for careers in healthcare.

Responsibilities

- Coordinate and facilitate healthcare internships for undergraduate and graduate students in various fields including medical, nursing, and allied health.
- Develop and maintain partnerships with healthcare institutions and professionals to secure internship placements.
- Collaborate with faculty and staff to design internship curriculum and ensure alignment with academic goals.
- Provide guidance and support to interns throughout their placement, including orientation, supervision, and evaluation.
- Organize networking events, workshops, and seminars to enhance interns' professional development.
- Manage administrative tasks related to the internship program, such as tracking intern progress, maintaining records, and processing stipends for paid internships.
- Conduct regular assessments and collect feedback to continuously improve the internship program.

Qualifications

- Bachelor's degree in healthcare administration, education, or related field (Master's degree preferred).
- Previous experience in coordinating internship programs, preferably in a healthcare or academic setting.
- Knowledge of healthcare industry trends and internship best practices.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Ability to work independently and collaborate effectively with diverse stakeholders.
- Proficiency in Microsoft Office and other relevant software applications.

Job Benefits

- Opportunity to make a meaningful impact on students' professional development.
- Collaborative and supportive work environment.

Hiring organization

Mount Sinai Secondary School

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Toronto, Ontario, Canada, M5V 2T6, Toronto, Ontario, Canada

Working Hours

09

Date posted

November 8, 2024

Valid through

29.03.2028

- Competitive salary and benefits package.

Contacts

1. Prepare Your Application Materials:

- Update your resume/CV highlighting relevant experience, qualifications, and skills.
- Write a cover letter expressing your interest in the position and outlining how your experience aligns with the responsibilities and qualifications outlined in the job description.

2. Submit Your Application:

- Email your resume/CV and cover letter with the subject line: "Application for Healthcare Internship Program Coordinator Position."

3. Application Review:

- Our hiring team will review your application materials to assess your qualifications and fit for the role.

4. Interview Process:

- If selected for further consideration, you will be contacted to schedule an interview.
- The interview process may include multiple rounds, which may involve phone or video interviews, as well as in-person meetings.

5. Reference Checks:

- As part of the selection process, we may conduct reference checks to verify your work experience and qualifications.

6. Offer of Employment:

- If you are selected as the top candidate, we will extend an offer of employment, contingent upon the successful completion of any required background checks or screenings.

7. Welcome to Mount Sinai Secondary School:

- Once you accept the offer, we will provide you with additional information regarding onboarding, orientation, and any necessary training.