



Intern Placement # 100.2

TITLE: IT/Quality Assurance Intern- Intern (Unpaid placement)

SCOPE: This is an unpaid internship opportunity. A maximum of 20 hours per week not to exceed 16 weeks. Specific weekly schedule will be determined and agreed upon at the time of acceptance. This intern placement will be based solely at The Seven Hills Foundation, 81 Hope Ave., Worcester, MA. The intern will assist the Director of Quality Assurance and IT Department with current IT/QA business initiatives involving research, developing systems dashboard to measure outcomes, assisting with implementing an electronic health record system, developing “how to” user guides and the associated data entry.

RESPONSIBILITIES/OBJECTIVES:

- Assist in assigned research, administrative and implementation projects
- Data entry and task management
- Work well independently and as part of a team
- Demonstrate solid work ethic
- Communicate ideas, challenges and provide feedback professionally
- Meet goals and deadlines as dictated by IT/Project management leadership team
- Highly motivated with computer competence

QUALIFICATIONS: Successful candidate will be currently enrolled in undergraduate or graduate program preferably with a major in Business, IT, Project management or related field of study. A signed and completed intern application required. Upon acceptance, Candidate is required to submit to a CORI check prior to beginning internship. Successful completion of Seven Hills Foundation orientation (Day 1, 8 hours total) is required. Approved candidate will be required to complete contact sheet and signed statement of confidentiality. Candidate will provide an academic contract, signed by their academic intern placement coordinator or curriculum representative, indicating goals, hours, program length, follow up requirements and academic guidelines for the placement.

APPLICATION PROCESS: Interested students should complete an intern application located at www.sevenhillsjobs.org or submit letter of interest with internal application to hr@sevenhills.org