



St. Jude Children's Research Hospital Healthcare Administration Graduate Internship Summer Internship 2024



Internship Overview

The St. Jude Children's Research Hospital Healthcare Administration Graduate Internship will provide future health care executives on-the-job learning opportunities with exposure to a variety of relevant and practical experiences in an academic healthcare environment.

During the internship, the selected student will gain an in-depth understanding of pediatric hospital and clinic operations, clinical trials administration and research operations, with a focus on strategy, finance, facility planning and operations.

The student will play an essential role in various strategic planning and financial planning projects and participate in operational management activities to supplement the didactic portion of their graduate program.

Program and Rotations

The student will report to both the Strategic Planning and Decision Support office and the Finance office. Additional opportunities will exist to actively participate in clinical operations, such as assisting in project management, executive leadership observations, quality and process improvement efforts, primary research, forecasting and further opportunities to develop technical skills.

Rotations may include:

- Financial Services Functions
- Clinical Operations
- Basic Science and Clinical Trials
- Council Meetings and Senior Leadership Meetings
- Administrative Departments such as Human Resources, Information Services and Facility Management

Past Projects

- Internal audit projects including examination of the following processes: Research billing, EPIC interface controls, patient discharge and affiliate contracts
- Assisted in facilitating, creating, and implementing departmental strategic plans
- Implementation planning and report of the Community Health Needs Assessment
- Supported Human Resources initiatives, including Project 2300 and a remote/hybrid work study process
- Contributed to the Quality and Safety Office Standard Work Tools
- External assessment process and researching and utilizing competitor data
- Coordinated and tracked the Blue-sky ideas through the development process
- Dashboard development: Campus Services and Family, Guest and Volunteer Services

Prior Intern Schools

Saint Louis University

Texas State University

University of Oklahoma

Texas A&M University

Georgia Institute of Technology

University of Alabama at Birmingham

University of Memphis

University of Washington – Seattle

University of Minnesota

University of Texas – Dallas



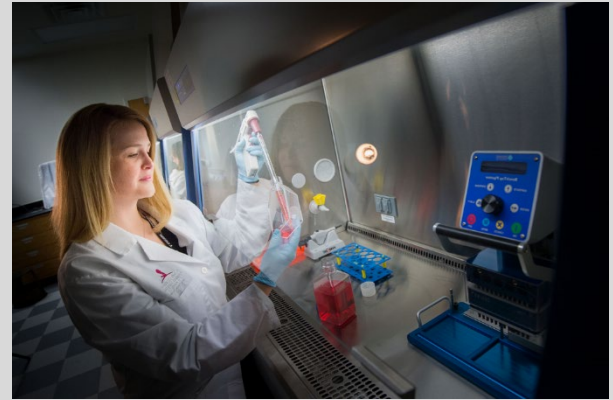
About St. Jude Children's Research Hospital

St. Jude Children's Research Hospital is one of the world's premier centers for research and treatment of catastrophic diseases in children, primarily pediatric cancers. The mission of St. Jude Children's Research Hospital is to advance cures, and means of prevention, for pediatric catastrophic diseases through research and treatment. Consistent with the vision of our Founder Danny Thomas, no child is denied treatment based on race, religion, or a family's ability to pay. St. Jude is the only pediatric hospital designated as a Comprehensive Cancer Center by the National Cancer Institute. St. Jude is consistently ranked as one of the "Best Places to Work" by Glassdoor and has recently been redesignated by the American Nurses Credentialing Center with Magnet Recognition.

St. Jude Children's Research Hospital was founded by entertainer Danny Thomas and opened in 1962. It is supported primarily by funds from volunteer contributions raised by the American Lebanese Syrian Associated Charities® (ALSAC). ALSAC is the national fund-raising organization established by Danny Thomas expressly for the purpose of funding St. Jude Children's Research Hospital. St. Jude also receives funding from federal research grants, insurance, and investments.

More than 8,500 patients are served by the Hospital each year. All patients are followed for 5 years or more after active treatment ends as part of the After Completion of Therapy Clinic and the St. Jude LIFE study, which is the largest long-term follow-up study for childhood cancer patients in the U.S. The hospital operates a vibrant outpatient clinic program and operates 78 beds for patients requiring hospitalization during treatment. Housing is provided in four St. Jude housing options for patients and their families. To date, St. Jude has treated nearly 30,000 children from across the United States and around the world.

St. Jude currently employs approximately 6,000 scientists, clinicians, and support personnel. St. Jude is embarking on an aggressive and bold 6-year strategic plan—a \$12.9 billion commitment—that will support 2,300 additional jobs; provide \$2.3 billion in new construction, renovation, and capital needs; and open new areas of research.



Position Description

St. Jude Children's Research Hospital seeks a creative and motivated individual to participate in strategy and operations of the Hospital. The intern will participate in financial, strategic and operational projects that support the organization. Some responsibilities will include assistance with project management, data analysis and forecasting and participation in initiatives of the organization. The intern will have exposure to financial management, strategy, clinical operations, basic science operations and clinical trials administration.

Responsibilities

- Participate in various strategic and operational priority initiatives.
- Conduct market research for trend identification, strategy development and planning
- Draft reports and executive summaries based on conducted research, data analysis and financial projections.
- Learn strategic planning processes and organizational perspective to support the Strategic Plan; perspectives include organization culture, image, structure, operational efficiency, and market awareness.
- Assist with developing strategic and business plans for institution's priorities.
- Analyze various key financial and non-financial metrics.
- Collect, understand, process, verify and report financial related-information to finance leaders.

How to Apply

Step 1

To be considered, applicants must electronically submit the following items by **Monday, October 23, 2023**, midnight CST.

- Cover letter in PDF format addressing interest in healthcare administration and what you would like to learn during the St. Jude Internship experience.
- Current updated resume in PDF format.
- Graduate transcript (electronic unofficial copies will be accepted; download links will not be accepted). For first year students, if Fall semester grades are not yet available, please still send an unofficial transcript showing the currently enrolled/in progress classes.

Step 2

Candidates who make it to the next round will be contacted to participate in a virtual interview. We will be conducting virtual interviews only this year.

Step 3

Offers will be extended and all other interviewed applicants will be notified of their application status no later than January 19, 2024.



Frequently Asked Questions

Who is in charge of the internship program?

Shari Capers, SVP, Strategic Planning and Decision Support and Pat Keel, EVP/Chief Administrative and Financial Officer co-lead the summer internship program. During the program, interns are connected to other leaders throughout the organization based on the intern's professional interests. The intern will work closely with staff from the Strategic Planning and Decision Support office and Financial Services.

When does the internship start? How long does it last?

The summer internship will begin May 20, 2024, and will run through August 2024. Students work full-time, Monday through Friday, 40 hours per week (approximately 12 weeks) throughout the summer. These dates are subject to change based on the interns' academic schedule.

Who is eligible to apply?

Eligible candidates must be currently enrolled in a Master of Healthcare Administration, Master of Business Administration, or similar program. Potential interns should be interested in healthcare administration with a focus on strategic planning and financial planning.

Is this a paid internship? Is housing provided?

Compensation will be provided in a stipend format paid monthly. For interns outside of the Memphis area, St. Jude will provide housing through the guest services program. Housing will be paid for by St. Jude.

How old is the internship program? How many interns are going to be hired?

The graduate internship for healthcare administration was started in the summer of 2017 and has accepted a dozen. We did not recruit for a summer internship during the COVID-19 pandemic. Currently we anticipate filling two intern position with flexibility to increase to four interns based on candidates.

What are the COVID-19 pandemic guidelines I need to know about?

Campus safety guidelines are subject to change and all current guidelines will be provided ahead of orientation. Vaccination against COVID-19 is not required for consideration. Guidelines that change during the recruitment and interview process and will be discussed with applicants.

Who should I contact if I have questions?

Please contact Meghan Stuthard via email meghan.stuthard@stjude.org

Additional information about St. Jude can be found via the website

<https://www.stjude.org/>



THE **MISSION** OF ST. JUDE CHILDREN'S RESEARCH HOSPITAL IS TO ADVANCE CURES, AND MEANS OF PREVENTION, FOR PEDIATRIC CATASTROPHIC DISEASES THROUGH RESEARCH



ST. JUDE VALUES

Created in 2018, the St. Jude Values represent the fabric of the institution. They are also incorporated into the annual performance review process.

1. Always recognize that advancing treatment for children with catastrophic diseases is at the center of everything we do.
2. Do what is right; take ownership of what you do.
3. Work with purpose and urgency — your efforts matter.
4. Embrace the challenge to create a new tomorrow.
5. Work collaboratively and help others to succeed.
6. Always be respectful of your coworkers, our patients and their families and visitors to our campus.
7. Make the most of St. Jude resources and be mindful of those who provided them.



“ARE **WE DOING ENOUGH** IN THE WAR AGAINST PEDIATRIC CATASTROPHIC DISEASES?”

