



AMERICAN  
OSTEOPATHIC ASSOCIATION

## 2018 SUMMER INTERNSHIP OPPORTUNITY

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The American Osteopathic Association (AOA) offers undergraduate college students an opportunity to gain insight and valuable work experience in healthcare administration and physician education and training administration. The AOA is an accreditation, certification, regulatory and advocacy association for physicians and medical students who train and practice under osteopathic medicine philosophies. The Summer Internship Program allows students exposure to a variety of job opportunities that support the osteopathic medical profession, as well as insight into careers and models of service delivery in healthcare and medicine.

### PROGRAM DETAILS AND REQUIREMENTS

<b>Internship Period:</b>	June 8, 2018 – August 3, 2018
<b>Work hours:</b>	5 days/ week; 9-5pm (typically)
<b>Location:</b>	Chicago, IL or Washington, DC
<b>Compensation:</b>	\$3,500 program stipend

The AOA is seeking students who have completed their 3<sup>rd</sup> year, and are currently enrolled in a 4-year undergraduate college or university. The internship program will provide a paid, 8-week summer opportunity for students who have demonstrated interest in medicine, public health, public policy, health or business administration disciplines that support the mission of the AOA. During the internship, students work at the AOA international headquarters in Chicago, IL or the Washington D.C. office under the guidance of division supervisors and mentors. The program is built upon an educational component and a cultural enrichment component. The educational component incorporates research projects, daily work and career-related activities within the student's assigned area. The cultural enrichment component serves as a vehicle through which the student will experience the civic and cultural treasures that the host city has to offer.

The AOA Summer Internship Program is designed to provide students with practical experiences that challenge and inspire them, and serve as a complement to their classroom experience. They will further their knowledge and exposure to both individual, as well as team-based program design and delivery.

The program does not provide any housing allocation. Participants are responsible for arranging their own housing and transportation. Both the Chicago, IL office and the Washington DC office are located within the central business district, and are easily accessible by public transportation.

### WHAT IS OSTEOPATHIC MEDICINE AND WHO IS THE AOA?

The US healthcare system recognizes only two types of degrees for fully licensed physicians, the MD or DO degree. Physicians with a DO degree practice in every specialty (with the highest proportion in Family Medicine, Internal Medicine, Pediatrics, Ob/Gyn, General Surgery and Emergency Medicine), and in every state across the country. By 2020, DOs will account for 20% of all US physicians, and today 25% of all medical students in the US are training in Colleges of Osteopathic Medicine, or COMs. The AOA serves as the primary certifying body for DOs, and is the accrediting agency for all 34 osteopathic medical schools in 51 locations in the US.

The AOA serves as the professional family for more than 139,000 osteopathic physicians (DOs) and osteopathic medical students, advocates for healthcare public policy, promotes public health and advances scientific research in the field.

### HOW TO APPLY

Send a resume and cover letter, specifying why you are interested in applying to: Jean Boisson, Talent Acquisition Specialist, at [jboisson@osteopathic.org](mailto:jboisson@osteopathic.org) by **Friday, March 23, 2018**. **Offers will be extended by Monday, April 16, 2018.**



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### PLACEMENT OPPORTUNITIES:

Students may be assigned to projects in one or more departments during their internship	Department
<p><b>Affiliate Alignment / Student Osteopathic Medical Association (SOMA)</b></p> <p>The intern assigned to the Affiliate Alignment department will Coordinate OMED 2018 reception for students and physicians of color to garner interest in the AOA. Assists in the creating, planning, and implementation of Affiliate membership recruitment and retention programs along with maintaining online tools and resources for AOA Affiliates. Supports the Affiliate Services and Membership Department with special projects.</p>	Affiliate Alignment
<p><b>Communications / Public and Media Relations</b></p> <p>The intern assigned to the Department of Communication will work with the Communications team on Brand Awareness and Media Relations assignments. Projects may involve the design and placement of social media content, event planning, website maintenance, and media relations outreach. Activities may also include monitoring health care trends for story development, and assist with the pitching of stories to trade journalists.</p>	Communications and Media Relations
<p><b>Education – Graduate Medical Education</b></p> <p>The intern will work with data and projects regarding physician residency training programs in hospitals across the U.S. They will learn about healthcare/medical accreditation and clinical training requirements.</p>	Education
<p><b>Human Resources</b></p> <p>The intern will assist with HR design and implementation projects, including:</p> <ul style="list-style-type: none"> <li>▪ Development of a new performance appraisal process,</li> <li>▪ CPR/AED training for the Chicago and D.C. offices,</li> <li>▪ Development of staff mentor program.</li> </ul>	Human Resources
<p><b>International Affairs</b></p> <p>The interns assigned to the Department of International Affairs will be involved in the international advocacy, communication and visibility of the philosophy of osteopathic medicine, and DOs. Activities will focus on monitoring physician licensure requirements and regulatory differences across the world. Projects will include studies of practice rights across the world. Additional projects will assist with enhancing collaboration with international health and professional affiliates such as the World Health Organization (WHO); International Association of Medical Regulatory Affairs (IAMRA), Osteopathic International Associations (OIA), and research collaborations.</p>	International Affairs



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<p><b>Public Policy (Washington, DC)</b></p> <p>Interns assigned to the Department of Public Policy will work out of our Washington DC office, participating in Grassroots Advocacy, where they will analyze and develop a grassroots activists "political asset" map to determine where DOs engage on issues, whom they engage with, and where they have relationships. They will also research current public policy issues to assist in preparing issue briefs for website, and learn about health care lobbying activity on the federal level.</p>	<p>Public Policy and Advocacy (2)</p>
<p><b>Research</b></p> <p>The intern will assist in the following projects:</p> <ul style="list-style-type: none"> <li>▪ Identify updated information on all grantees/fellows that have received funding from AOA to ensure we have the most accurate information for our grant management system and to provide information on their career progress (titles, publication and other funded research projects).</li> <li>▪ Provide support for grant management system. Capturing all application information into the system; help with assigning and training reviewers for the online abstract system; and develop reports in report builder for ongoing grant reports.</li> <li>▪ Assist in the analysis of the CE-City PQRS and CAP data</li> <li>▪ Help with the development of the IRB application for the Alzheimer research project and updating Alzheimer curriculum.</li> </ul>	<p>Research</p>
<p><b>American Osteopathic Information Association (AOIA)</b></p> <p>The intern will:</p> <ul style="list-style-type: none"> <li>▪ Assist in the collection and analysis of physician residency data.</li> <li>▪ Analyze dormant and duplicate accounts within the AOA Profiles system.</li> <li>▪ Perform a comprehensive insurance market analysis of all state and specialty societies.</li> <li>▪ Work with team to develop product marketing plans and materials.</li> <li>▪ Work with Director of Business Development to analyze AOA Store and AOA Career Center.</li> </ul>	<p>AOIA</p>
<p><b>American Osteopathic Foundation (AOF)</b></p> <p>The intern will work on projects with the Foundation CEO, expanding knowledge and skills on major donor and campaign fundraising and development.</p>	<p>AOF</p>