

Job Title: Business development, Management, and Business Administration student field placement at Evergreen Wellness

Reports to: Megan Logan

Job Status: Temporary

Job Type: Intern Field Placement

General Description:

The Field Placement opportunity at Evergreen Wellness is designed for students specializing in business development, management, and business administration. This placement offers hands-on exposure to operational and strategic functions within a healthcare setting, focusing on learning opportunities in business-related roles while supporting clinic operations.

Duties and Responsibilities:

Operational Support:

- Assist in administrative tasks, including data entry, scheduling, maintaining records, and supporting billing procedures under supervision.
- Gain exposure to operational workflows, observing and learning how a healthcare clinic operates within administrative frameworks.

Business Development Projects:

- Support ongoing business development initiatives, including market research, analysis, and assisting in the creation of marketing strategies or business plans.
- Contribute ideas and participate in discussions related to clinic growth, service expansion, and community outreach programs.

Administrative Assistance:

- Collaborate with administrative teams, providing assistance in streamlining processes, optimizing workflows, and contributing to office management tasks.
- Assist in human resources functions, such as recruitment, onboarding, or training initiatives under guidance.

Observation and Learning:

- Shadow and observe administrative professionals and clinic management to gain insights into their roles, responsibilities, and contributions to the clinic's operations.
- Attend team meetings, case discussions, and project sessions to understand the integration of business strategies within a healthcare environment.

Learning and Development:

- Attend educational sessions, workshops, and training programs tailored to supplement academic learning with practical exposure to business operations within a healthcare setting.

Qualifications and Skills:

Educational Background: Pursuing or holding a Bachelor's degree in Business Development, Business Management, Business Administration, or a related field.

Interest and Commitment: Demonstrate a genuine interest in applying business strategies, management concepts, and administrative practices within a healthcare environment. Exhibit enthusiasm, adaptability, and a proactive approach to learning and contributing effectively in a healthcare setting.

Analytical and Communication Skills: Possess strong analytical skills, attention to detail, and the ability to interpret data, conduct research, and contribute to business development projects. Showcase effective communication skills, both written and verbal, and the ability to collaborate within a team-oriented environment.

Computer Proficiency: Have proficiency in Microsoft Office applications and possess basic computer skills to assist in administrative tasks and data management.

Conclusion:

In summary, the Field Placement opportunity at Evergreen Wellness offers students specializing in business development, management, and business administration a hands-on learning experience within a healthcare setting. This placement focuses on providing exposure to business-related roles, supporting clinic operations, and fostering practical learning opportunities in business strategies and administrative functions.