Office Specialist - Summer Outreach Intern (Phoenix, AZ)(Temporary)

Position Details

Position Information

Title
Office Specialist - Summer Outreach Intern (Phoenix, AZ)(Temporary)

Department
COM Phoenix Academic Affairs (0663)

Location
Greater Phoenix Area

Position Summary

The Office of Admissions and Recruitment of the College of Medicine – Phoenix invites current college students to apply for a 20-week summer internship during the months of April – August 2016. The Office Specialist (Summer Outreach Intern) will provide operations and administrative support to the Summer Scrubs outreach program. Summer Scrubs is a University of Arizona College of Medicine – Phoenix program designed to inspire Arizona high school student to explore health care related careers. Located in downtown Phoenix and lasting one week, the program includes hands-on activities, field trips, simulation and related lab experiences plus lectures from medical students, faculty and community members. Learn more at our home page: phoenixmed.arizona.edu/scrubs. This individual interacts regularly with high school students and their families, as well as College of Medicine – Phoenix students, faculty and staff. This position will also interact with vendors and other institutions involved in the summer camp experience. The position will report to Coordinator, Pipeline Programs. Due to the nature of the program, availability in the evening and on the weekend may be required to attend program events.

The University of Arizona College of Medicine – Phoenix anchors the 28-acre Phoenix Biomedical Campus in the heart of the Valley of the Sun. The College inspires and trains individuals to become exemplary physicians, scientists and leaders who are life-long learners and inquisitive scholars. We embrace professionalism, innovation and collaboration to optimize health and health care for all. The Phoenix Biomedical Campus embodies the University's priorities of engagement, partnership, innovation, and synergy in its world-class academic and research initiatives, with clinical facilities throughout Greater Phoenix. The campus also houses the UA Colleges of Public Health, Pharmacy, and Nursing, as well as Northern Arizona University’s College of Health and Human Services, the Translational Genomics Research Institute (TGen) and the International Genomics Consortium.

The University of Arizona College of Medicine – Phoenix champions diversity as a core value central to its mission. We are committed to promoting and supporting diversity and inclusion in our research, clinical and educational missions to meet the needs of the students, faculty, staff and the communities we serve. We believe diversity at the University of Arizona College of Medicine – Phoenix creates role models, broadens perspectives, combats negative stereotyping and optimizes our ability to provide health care for all.

Such differences include but are not limited to race, ethnicity, gender, sex, age, religion, language, abilities/disabilities, socioeconomic status, educational backgrounds, and geographic region. The college defines diversity as acknowledging, understanding, accepting, valuing, nurturing and celebrating differences among people. The College of Medicine – Phoenix values and defines diversity broadly and values variety in life experiences and circumstances. The College of Medicine – Phoenix values students, faculty, and staff who demonstrate a commitment to their communities and those who reside, practice, or provide care in rural, inner-city, and other medically underserved populations within and contiguous with the state of Arizona.

It is anticipated that this position may not last longer than 89 days.
Posting Detail Information

Posting Number S21066
Number of Vacancies One
Desired Start Date
Position End Date (if temporary)
Limited to Current UA Employees No
Contact Information for Candidates College of Medicine-Phoenix
Office of Human Resources and Business Administration
COMPHX-HRServices@email.arizona.edu
Open Date 02/01/2016
Review Start Date 03/01/2016
Close Date
Open Until Filled Yes
Special Instructions to Applicant Application: The online application should be completed in its entirety. Blank or missed information may be considered an incomplete submission.
Letter of Interest: Should clearly indicate how your skills and professional employment experience meet the Minimum and the Preferred qualifications (if applicable).
References: Please list 3 professional references including address, title, phone and email address.
Quick Link for Internal Postings http://uacareers.com/postings/8448

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Can you perform the essential functions (job duties) of this position with or without accommodation?
   ○ Yes
   ○ No
2. * Where did you first learn about this position?
   ○ Arizona Daily Star
   ○ Arizona Republic
   ○ ArizonaDiversity.com
   ○ Careerbuilder.com
   ○ Chronicle of Higher Education
   ○ Department of Economic Security (DES)
   ○ Diverse Issues in Higher Education
   ○ HigherEdsJobs.com
   ○ Hispanic Outlook in Higher Education
   ○ Indeed.com
   ○ InsideHigherEd.com
   ○ Jobing.Com
   ○ LinkedIn
   ○ Local Job Banks
   ○ Pima County One-Stop
   ○ Professional Conference
   ○ Professional journal/publication
   ○ Referred by UA Employee
   ○ Invited by Dept to Apply
3. * Do you have three years of office/clerical experience which includes one year in a directly related function; OR, a Certificate in Secretarial Science AND two years of secretarial/clerical experience; OR, any equivalent combination of experience, training and/or education?  
   o Yes  
   o No  
4. * Do you have experience working with high school students and their families?  
   o Yes  
   o No  
5. * Do you have the ability to manage multiple tasks simultaneously?  
   o Yes  
   o No  
6. * Are you able to work occasional weekends and evenings?  
   o Yes  
   o No  
7. * Do you realize this job is located in Phoenix, Arizona?  
   o Yes  
   o No  

**Documents Needed to Apply**

**Required Documents**

1. Cover Letter  
2. Resume  

**Optional Documents**

None