SIU School of Medicine

**Street Address:** 520 N. 4th Street, Springfield, IL 62702  
**Website:** www.siumed.edu

**Department Contact:** Susan Ryherd, EdM, Administrative Director of Academic Programs and Outreach, Department of Family and Community Medicine, SIU School of Medicine (SIUSOM)

**Phone number:** 217.545.5112  
**Email Address:** sryherd@siumed.edu

**How should students contact this agency?** Email

**How should students submit cover letters and resumes?** Email

**General description of business**
SIU School of Medicine is an academic medical institution. Our mission is to assist the people of central and southern Illinois in meeting their health care needs through education, research, patient care and community service.

**Internship or Job Description**

1. Quality review of medical education program materials
2. Database creation, data entry and retrieval of stored data
3. Assimilation of multi-source information to determine program placement decisions

**Basic student learning anticipated**
The planned experience with the SIUSOM Department of Family and Community Medicine will give the Intern experience in business administration, communication, English and/or legal studies. The Intern will understand the use of personal judgment in the workplace. S/He will gain knowledge and skill in coordinating people, places and schedules based on physician/medical student dyad interests and availability. The Intern with expertise in Microsoft Office software will also learn to create, maintain and utilize databases in order to forecast programmatic needs. The adequately trained Intern will have an opportunity to investigate missing file components and use personal judgment to communicate program needs to physicians statewide.

**Hours per week:** 10 - 15

**Number of weeks:** 12 - 16

**Position Available:** Spring, Summer

Paid through UIS grant funding for IL residents  
**Updated:** November 9, 2018