

# JOIN OUR TEAM



## HEALTHCARE ADMINISTRATION INTERN

### SEARCH CRITERIA

- Must have a transcript showing a strong focus relating to Healthcare Administration
- Provide a complete and current resume including a timeline and brief history of education
- Internship hours must be completed in-office (must be able to commute to Idaho Falls)
- Self-motivated and detail oriented
- Familiar with Google and Microsoft Suites

### JOB DESCRIPTION

- Administrative and procedural design of an integrative health clinic
- Basic financial ratios
- Work in google suite and microsoft suite
- Projects through financial, organizational, and HR departments
- Perform tasks as instructed by the office manager, Dr. Wheeler, and our nurses



### ABOUT COMPANY

Wholesome Health & Aesthetics is currently seeking 2 Healthcare Administration interns for the upcoming semester. Interns will be provided the opportunity to gain Accounting experience in a fast moving healthcare/medical spa environment. As with many of our internships, this position is listed as unpaid in Handshake, but is negotiable based on skill set and experience.