

# HEALTH LITERACY MEDIA

## Health Literacy Media

### Business Administration Intern

#### Description

Health Literacy Media seeks undergraduate and graduate interns during the fall, spring, and summer academic semesters to help with to help with business administration. We believe that professionals, people, and the healthcare system are all dynamic factors that play a role in health literacy. Business administration interns work on Human Resources, Accounting, Business Development, and Administrative projects and tasks.

Internships and practicums are unpaid but offer an opportunity to work with one of the most advanced health literacy organizations in the country.

#### Intern responsibilities and learning objectives

Responsibilities vary depending on HLM's current projects, but you can expect a variety of tasks, such as:

- Provide general administration assistance and support
- Help improve administration procedures
- Assist with archiving, storage management, and in-house event planning
- Assist with processing mail, bookkeeping, data entry, analysis and office supplies requests
- Research and implement solutions for enhanced efficiency

You will learn to:

- Define health literacy and its impact on healthcare systems, people, and professionals
- Apply strategies to address health literacy, including evidence-based plain language principles for written materials
- Understand non-profit operations

#### Requirements

Undergraduate and graduate students are invited to apply. The ideal intern candidate will be pursuing a degree in business administration, accounting, management, human resources (HR), or a related field and have:

- Completed coursework in business, HR, management, accounting, or communications
- Strong attention to detail
- Experience in Microsoft Office, especially Excel, Word, and PowerPoint
- Experience with filing, record keeping, and database management
- Ability to work independently

# HEALTH LITERACY MEDIA

---

## **Additional information**

We offer flexible hours at our downtown St. Louis location. Start and end dates are also flexible to help you meet your school requirements.

## **Application procedure**

Send your resume and a cover letter to Arion Hairston at [ahairston@healthliteracy.media](mailto:ahairston@healthliteracy.media).

Applications are accepted on a rolling basis until internships are filled for the semester. Here are recommended application deadlines:

- Spring semester: Apply by December 1<sup>st</sup>
- Summer semester: Apply by April 1<sup>st</sup>
- Fall semester: Apply by July 15<sup>th</sup>