



Intern Job Description

Degree Program: Medical Office Management

General Summary

The Medical Office Management Intern is responsible for providing assistance to the Director of Operations and the Director of Development in the daily operations of the office.

Proposed Projects and Activities

1. Develop and manage a mailing to medical professionals and para-professionals, programs and organizations currently in data base for the purpose of up-dating resource directory.
2. Identify new professionals, para-professionals, programs and organizations in an effort to expand our knowledge of available resources.
3. Create new Resource Directory manual which will be added to the website.
4. Develop informational packets for I&R calls received.
5. Scan paper educational resources into computer, create PDF files that can be emailed to I&R callers or posted online.
6. Enter I&R calls into ACTS data base.
7. Assist with activities associated with the following events:
 - i) Walk for Thought March 21 & 28
 - ii) Hall of Flags Day April 13
 - iii) Save A Brain-Wear a Helmet April 18
 - iv) Portland Professionals Conference April 24

Office Environment

The BIAME is located at 13 Washington Street in Waterville. There are multiple computer work stations, wireless internet, and various office machines. Normal office hours are 8:30 a.m. to 5:00 p.m. with some weekend activities.

Supervisor

Leslie Duvall, Director of Operations