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**ROWAN UNIVERSITY RUTGERS CAMDEN**

**BOARD OF GOVERNORS**

Research Intern

**Overview**

Rowan University / Rutgers - Camden Board of Governors (“Joint Board”), as constituted under the “New Jersey Medical and Health Sciences Education Restructuring Act,” P.L. 2012, c.45, s.34, is an innovative partnership between two world-class institutions designed to create meaningful shared research and to provide unique education and training opportunities. The mission of the Joint Board is to leverage and expand Camden’s significant medical, research and education assets to support growth in the region’s health care capacity. The Joint Board facilitates the development of curricula and programs at Rowan University and Rutgers University-Camden in the area of health sciences, through collaboration between these two institutions and other educational entities. The Joint Board has launched several initiatives, including but not limited to, the Medical Assistants Training Program and the Alzheimer’s Journey Coordinator Certification Program, and is looking to expand its offerings in workforce training and development. In addition to curricular advancement, the Joint Board supports community-based programs and projects that improve upon the “Social Determinants of Health” in the region and contribute to a more vibrant and sustainable community within Camden’s health sciences corridor.

**Position Summary**

The Research interns (2) will report directly to the Coordinator – Academic Programs and work closely with the Chief Executive Officer and staff of the Rowan University / Rutgers - Camden Board of Governors. The duties include, but are not limited to the following:

* Conduct research, compile data, implement ideas and help write papers
* Assist in identifying collaborative opportunities for workforce training and development which respond to projected regional labor market trends in the healthcare industry
* Assist the Coordinator-Academic Programs in the development of workforce training programs, including but not limited to mission and vision statements, logic models and program evaluation methods
* Assist in program design and evaluation of existing Joint Board academic and research programs
* Conduct data analysis, prepare graphics and relevant reports for PowerPoint Presentations
* Attend meetings and record minutes
* Be willing to help with tasks and projects assigned by supervisor

**Position Status** Part-time Internship

**Hours Per Week** 15 – 25 (flexible working hours)

**Hourly Wage**  $22.50

**Qualifications:**

**Minimum Education and** Graduation from an accredited college or university with

**Experience** a Bachelor’s degree and current enrollment in a graduate level

course of study at either Rowan University or Rutgers-Camden University

**Required Knowledge,** Knowledge of the methods used to gather and analyze

**Skills and Abilities** data.

Knowledge of the methods used to conduct research,

analysis and evaluations.

Ability to collect and analyze data.

Ability to review and evaluate operational programs and

activities.

Ability to identify actual and potential problem areas, and

recommend changes.

Ability to prepare reports and PowerPoint presentations.

Ability to establish records and files.

Ability to learn to utilize various types of information

systems used by the agency, office and related units.

Ability to read, write, speak, understand, or communicate

in English sufficiently to perform the duties of the position.

**To Apply:**

Submit a resume and brief cover letter outlining your interest in the position and any related projects you’ve worked on to choffmann@rurcbog.com. Candidates will be reviewed on a rolling basis until the positions are filled.