

Summer Student Opportunity
Position Description
(16 March 2011)

Background

For concerned citizens and influential thinkers and doers, the **McMaster Health Forum** strives to be a world-leading hub for improving health outcomes through collective problem solving. As part of its commitment to prepare action-oriented leaders in addressing pressing health challenges creatively, the Forum is offering an exciting summer job opportunity for two students.

www.mcmasterhealthforum.org

Description of role

The summer student will play an important role in several aspects of the McMaster Health Forum's activities, which include developing and executing an approach for identifying key members of the healthcare community locally, provincially and nationally; populating a Customer Relationship Management database with contact details for these individuals and other current or potential Forum affiliates, partners, sponsors and donors; creating written profiles for select affiliates, partners, sponsors and donors; helping to organize events that will convene a broad range of healthcare community members.

The summer student will work directly with the Forum staff and will interact with a variety of internal and external stakeholders.

Requirements

Fair understanding of the Canadian healthcare system and ability to communicate with healthcare stakeholders

- Strong organizational and interpersonal skill
- Ability to work both individually and as part of a team, in a fast paced environment
- Strong computer skills including MS Office
- Quality and productivity orientation, attention to detail.

Terms of employment

- Start date 2 May 2011, end date 19 August 2011
- 28 hours per week, Monday to Thursday
- Hourly rate of pay: \$13

How to apply

- **On line** through OSCARplus if you are eligible for the summer work program.
- **By e-mail** to jbaird@mcmaster.ca if you are not eligible for the summer work program. Please make sure to quote "McMaster Health Forum – Summer Student" in the subject line.

Please include the following in your application:

1. Cover letter addressed to Julie Baird, Lead Operations, with:
 - a. a brief description (maximum two paragraphs) of your interest and an outline of relevant skills and past experience;
 - b. a note about any limitations in your availability over the summer; and
 - c. if applicable, your eligibility for the summer work program offered through the Office of Student Financial Aid and Scholarships.
2. Resume
3. Transcript (cut and paste from MUGSI)
4. Approved Work Program Form, in case you are eligible.

Deadline for applications is Thursday 24 March at 9:00 am.

Short-listed candidates will be contacted and invited for interviews within the next few weeks.