

**Job**

Student intern for the Enterprise Communications Non-clinical Shared Services team within Intermountain Health's Marketing and Communications department.

Job Description Summary

Student interns gain work experience that can be applied to future career goals. The work experience and projects are related the student's field of study and support Intermountain's mission, vision, and values.

Job Essentials

1. Participates and is involved in a variety of projects that support the needs of the department/facility: Works with the members of the team to identify solutions and performs tasks that accomplish individual and team goals. Attends team/department meetings and actively participates/takes on opportunities to share knowledge and skills that are pertinent to the meeting.
2. Gains knowledge of the department's/facilities functions. May job shadow various roles within the department in order to understand their role in the organization. Works with other members of the department/facility to accomplish assigned tasks.
3. May be assigned one or more specific projects during the internship. Demonstrates an understanding of the process and accountability for the results/outcomes. Works independently or as a member of a team to accomplish the tasks necessary to successfully complete the project. Involves others when needed in a timely manner and works to meet project timelines.
4. Provides staff operational/clerical support to the department/facility as needed.

Minimum Qualifications

Concurrently enrolled in and progressing through their education program in a related field of study. Must provide documentation of enrollment in an accredited program, any earned degree or certification that may be required.

Demonstrate:

- effective interpersonal and communication skills
- organization skills, detail oriented, and the ability to prioritize tasks
- ability to consistently maintain a good rapport and a positive demeanor with employees and stakeholders
- ability to work effectively in a team environment as well as independently

Preferred Qualifications

Experience in writing, editing, PowerPoint, SharePoint, communications or a desire to learn and grow in these areas.

**Work Location:**

Remote. The Enterprise Communications Non-clinical Shared Services team mostly works remotely, so this internship could be fully remote as well. If there is a desire from the intern for in-person meetings, we have caregivers in the Salt Lake City, Utah area and Denver, Colorado area who would be willing to meet in-person from time to time.

Expected hours:

Flexible. Possibly 10-15 hours a week, whatever satisfies the school's internship course requirements.

Internship duration:

Flexible. Fall semester 2026. Open to extending opportunities if both parties desire.

Contact information:

If you're interested, please send your resume to Ariel Duke at Ariel.Duke@imail.org. In the body of the email, share what interests you in this internship, your preferred work hours, and the length of your internship course. For best consideration, contact Ariel by August 7.