

Department of Pediatrics Internship Position – Chair’s Office

The focus of this internship is to help create an alumni network for the Department of Pediatrics and participate in the initial planning stages for the Department’s 100th anniversary. This is a great learning opportunity to participate in the planning and development of a database that will be used by the third largest department at the Yale School of Medicine for this milestone event and for years to come. There will be collaboration with Alumni Affairs Office, Communications Office, and Yale alumni. This position would require a lot of research and outreach to Yale alumni on behalf of the Department.

Preferred Skills and Abilities:

Proficient in Microsoft Access, Excel and Word

Ability to be self-motivated with excellent interpersonal skills, strong customer service skills and very detail oriented.