

## Volunteer/Intern Assignment Description

Job Title Internship Supply Services	Department Health and Specialty Care System Supply Services
Reports To TBD	Location Virtual Spring 2022

**Purpose**  
The Facility Support Services - Supply Services division for the Health and Specialty Care System seeks a current college student, or current graduate student, who is interested in a wide range of services related to supply and warehouse services. This position will provide an opportunity for the intern to gain experience in and familiarity with areas such as automated inventory control systems, data analysis, communication, leadership development – orienting & training new employees, departmental policy & procedure development, procurement & replenishment management activities, and facility operations.

**Educational Requirements**  
Full-time student in good standing actively pursuing a bachelor's degree or higher at an accredited college or university. For those working toward a bachelor's degree, prospective interns must minimally be classified as a sophomore with a minimum cumulative G.P.A. of 3.0 on a 4.0 scale. A focus on warehouse management is preferred, but not required.

**Experience Requirements**  
Demonstrated ability and experience in computer skills including use and understanding of Microsoft Outlook, Excel, Word, Power Point and Access.

**Other Requirements**  
Other requirements include: Interest in procurement best practices, specifically supply and warehouse services, or leadership and organizational development. Effective verbal, written and interpersonal communication skills with an attention to detail. Ability to work independently as well as within a team environment. Frequent professional communication and interaction with internal stakeholders. Ability to work virtually. Effective time management skills. Positive attitude. Internet and Phone access.

**Duties**  
This internship will be responsible to support Supply Services for the 24/7 operation of our State Hospitals and State Supported Living Centers which includes distributing necessary supplies needed to support daily living of residents and supporting staff. Analyze data and inventory of supplies in a warehouse setting using an automated inventory control system, monitoring procurement activities adhering to regulations and best practices. Other duties and administrative tasks may be assigned.

**Time Requirements**  
A minimum commitment of 10 hours per week is required. The internship will start at a mutually agreed upon date and may continue further depending on mutual interest and satisfactory performance.

HIPPA Training Required <input checked="" type="radio"/> Yes <input type="radio"/> No	PHI Form Completed (SSLC only) <input type="radio"/> Yes <input type="radio"/> No	Computer Security Required <input checked="" type="radio"/> Yes <input type="radio"/> No
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Salesforce Volunteer Database Assignment for Entry Purposes (for SSLC and State Hospital only)  
 Facility Support Services – Supply Services Internship

**Supersedes all previous position descriptions**

Date Approved	Approved By	Title
Department	Facility Name	