

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization _____ Virtua Health_____

Internship Coordinator _Casey Haddox_____ Coordinator's Phone / Email chaddox@virtua.org
(856) 355-0163_____

Location of Main Office _303 Lippincott Drive Marlton, NJ 08053_____ # of Summer
2024 Interns Accepted __1_____

Where will the internship be done?

___ In the main office ___ Remotely (student works from home) ___X___ Combo At-home & In-Office

Dates / Length of Summer 2024 Internship __May 20 – August 23_(flexible based on student's semester
schedule)_____ Required Hours/Week ___Minimum 3 days per week_____

Is there some type of salary or stipend? ___yes_____ If so, how much? _____\$16.70 per hour_____

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Interested applicants must send their resumes and cover letters to Casey Haddox at chaddox@virtua.org. Individuals who meet the required position qualifications will interview virtually with staff from Virtua Health's Government Relations Department.

Intern work areas: Clerical ___X___ Research ___X___ Errands ___ Organizing ___

Please explain the work that will be required of the intern: _The Health Policy Intern will:

- Conduct research and provide support associated with public policy proposals, public health initiatives and advocacy campaigns, and prepare associated briefing materials.
- Draft issue specific legislative and regulatory memorandum.
- Review and analyze legislation that may impact Virtua Health's delivery of services.
- Attend, and participate in, meetings and briefings with legislators and/or their aides, policy makers and other civic officials.
- Assist with the development of special events and participation in community programs and events.

Will there be opportunities for the intern to observe:

Internal strategy sessions? _____ Legislative sessions? ___X___ Committee hearings? ___X___

Is the intern expected to work evenings and weekends? If so, please explain. ___Interns will be afforded opportunities to attend external meetings and events that may occur in the evenings.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

We are looking for a full-time college student at accredited college or university pursuing degree in government relations, political science, public policy, public health, health care administration, public affairs, or related major. Prefer student in junior or senior year of college. Students must have a G.P.A. of 3.2 or higher.



Virtua Health Internship in Government Relations and Health Policy

Background:

Virtua Health's Office of Government Relations is proud to announce its government relations and health policy internship program for students enrolled in a full-time accredited public or private college or university pursuing degrees in political science, government administration, public policy, public health, health care administration, public affairs, or related program. This is a hybrid summer internship program.

This internship program will allow students to collaborate with healthcare leaders and engage stakeholders on key healthcare policy and regulations. This internship will involve advancing Virtua Health's policy priorities through communications, advocacy and policy analysis. Interested applicants must possess a commitment to public service and a strong eagerness to provide high quality health care and services to communities we serve.

About Virtua:

Virtua Health is an academic health system committed to helping the people of South Jersey be well, get well, and stay well by providing the complete spectrum of advanced, accessible, and trusted health care services. In addition to five acute care hospitals, two satellite emergency departments, 40 ambulatory surgery centers, and more than 350 care locations, we're committed to the well-being of the community. That means bringing life-changing resources and health services directly into our communities through our Eat Well food access program, Hospital at Home, telehealth, mobile screenings, and our paramedic program. We're also affiliated with Penn Medicine for cancer and neurosciences, and the Children's Hospital of Philadelphia for pediatrics, and an academic affiliation with Rowan University at the Virtua Health College of Medicine and Life Sciences of Rowan University.

Position Details:

This position will work closely with the Vice President of Government Relations, Health Policy and Advocacy Manager, and interdepartmental staff across the organization. This internship will provide insight into the intersection of health policy and healthcare and its impact on leading health systems and the community. The intern will be afforded the opportunity to join the Government Relations department at legislative hearings, voting sessions and external meetings.

The Government Relations Intern will:

- Conduct research and provide support associated with public policy proposals, public health initiatives and advocacy campaigns, and prepare associated briefing materials.
- Draft issue specific legislative and regulatory memorandum.
- Provide support for Virtua advocacy campaigns focused on legislative initiatives.
- Review and analyze legislation that may impact Virtua's delivery of services.

- Track state and federal legislation and regulations.
- Attend, and participate in, meetings and briefings with legislators and/or their aides, policymakers and other civic officials.
- Assist with the development of special events and participation in community programs and events.
- Conduct outreach, as needed and directed, with internal and external resources, to support department activities.
- Collaborate with other Virtua departments on initiatives and projects.
- Monitor healthcare policy news.
- Support administrative tasks and other responsibilities as assigned.

Criteria for the position are as follows:

- Full-time college student at accredited college or university pursuing degree in government relations, political science, public policy, public health, health care administration, public affairs, or related major.
- Students must have a G.P.A. of 3.2 or higher.
- Prefer student in junior or senior year of college.
- Excellent oral and written communication skills.
- Demonstrated knowledge of the federal, state and local legislative processes.
- Ability to conduct focused research and policy analysis.
- Highly proficient research and analytical skills.
- Proficient in Microsoft Suite.

More Information:

Internships are for a minimum of ten weeks and at least 24 hours per week. This is a paid internship position.

For more information, please contact Casey Haddox at (856) 355-0163 or by email at chaddox@virtua.org.