

Aspiring Healthcare Leaders:

Join the **MedStar Health Team**

The MedStar Washington Hospital Center (MWHC) Administrative Internship Program is a 12-week, seasonal position designed for current undergraduate or graduate students interested in pursuing a career in health administration and seeking to be among the next generation of healthcare leaders. The internship enables students to gain real-world experience and in-depth exposure to MWHC, the flagship hospital of the MedStar Health system. MWHC is a not-for-profit 912-bed acute care hospital, an academic and research center, a Level 1 Trauma Center, and the busiest and largest hospital in the nation's capital. Through project-based work, the Administrative Intern will be exposed to hospital operations and leadership and have opportunities to shadow various departments.

Program Timeline and Time Commitment

MWHC offers three Administrative Internship Program cycles: Summer, Fall, and Spring. Start and end date will be determined by the intern and preceptor. The Administrative Internship is a paid position and the program offers a competitive hourly rate based on current level of education.

Summer

- 40 hours/week
- May - August
- Application opens in February

Fall

- Hours flexible, based on class schedule
- September - December
- Application opens in June

Spring

- Hours flexible, based on class schedule
- January - April
- Application opens in October

Application Requirements:

- Currently enrolled in and completed at least two semesters of an undergraduate or graduate program with a demonstrated interest in healthcare and health administration.
- Current GPA above 3.0.
- Strong analytical, organizational and communication skills.
- Willingness and eager to learn and contribute in a large, complex hospital.

How to apply:

- The application will be posted on the [MedStar Health career site](#) in accordance with the season-specific timeline. Visit and search keyword "Administrative Intern". Check back often if it is not yet posted!
- The application includes a resume, one page cover letter stating interest in healthcare administration and the Administrative Internship Program at MWHC, and unofficial undergraduate and graduate transcripts.

Frequently Asked Questions

Q: What project(s) will I work on and who will my preceptor be?

A: Project work and preceptor will be assigned based on applicant's interests and skills and the organization's needs and may be based in different departments at MWHC, including clinical and non-clinical Operations, Quality and Safety, Human Resources and more. Before committing to the internship, applicants will have an opportunity to learn about the available project(s) and express their preferences.

Q: What is the Administrative Internship Program selection process?

A: Applications will be reviewed on a rolling basis. The next step in the selection process is a phone interview. Final round interviews will be a video interview with members of the leadership team and/or the project preceptor.

Q: Is the Administrative Internship Program virtual or in person?

A: The Administrative Internship Program is in person. Housing and daily transportation to and from MWHC is the Intern's responsibility. The Fall and Spring programs will be flexible around class schedule to ensure the program does not interfere with the student's school commitments and performance.

Q: If I have additional questions, who can I ask?

A: Please email questions to MWHC-Admin-Internship@medstar.net

It's how we treat people.



MedStar Health