

Administrative Student Intern

St. Jude Research Hospital

About the Role:

Join St. Jude Children's Research Hospital, a nonprofit leader in pediatric research and treatment. This internship offers hands-on experience supporting administrative operations in a mission-driven healthcare environment.

Key Responsibilities:

- Assist with scheduling, document preparation, and file organization
- Support data entry, tracking, and basic reporting
- Help coordinate meetings, projects, and events
- Communicate professionally with staff and internal teams
- Participate in meetings, trainings, and intern development activities
- Maintain confidentiality and follow organizational policies

Support

- Loaner laptop (if needed)
- Free parking
- Opportunities to connect with other interns

Requirements:

- Ability to communicate professionally in a team environment
- Ability to handle confidential information responsibly
- Willingness to learn and participate in training sessions
- Must meet background check and vaccination requirements

Terms Offered

- Fall
- Spring

Email resume and cover letter to Racquel Collins (racquel.collins@stjude.org)