

ATD Ventures Inc.

23151 Moulton Parkway #103C

Laguna Hills, CA 92653

www.accessiblesouthoc.com

COMPANY DESCRIPTION

There are two internships being offered:

- PR Intern- develop communications & PR Plan, issue press releases, enhance company's social presence, contact media outlets, maintain & develop media lists, assemble press kits, create, prepare companies bio, support company at networking events.
- Health Services/Admin Intern- prepare patient files, conduct patient surveys, answer/return phone calls, patient intake calls, customer service, filing, prepare patient files, and assist with staffing cases. Opportunity to build knowledge and skills in a health services setting with organizational responsibilities ranging from planning and policy analysis to program development and implementation

DUTIES & RESPONSIBILITIES

- Insurance Administration
- Patient Management
- Billing Administration
- Healthcare Marketing
- Staffing and Training
- Business Operations

QUALIFICATIONS & REQUIREMENTS

Interns must be detail oriented, ability to work in a dynamic environment, good standing student with a 3.0GPA, and enjoy daily interactions with clients, office staff, and field employees.

Required Knowledge and Experience:

- Marketing and Business Undergraduate Degrees
- MS Office knowledgeable
- Exposure to Science and/or Healthcare Industries helpful
- Marketing, Communications or Business Administration major

TIME COMMITMENT

These are the periods of time requested by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Applicants should then send a resume/cover letter to Mary Jo Matsumoto at adang@ahcglobal.com. Please type "UCI Intern Application: your name" in the subject line.

CONTACT INFORMATION

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information, contact Mary Jo Matsumoto at adang@ahcglobal.com or call 949-859-4772, and visit their website at www.accessiblesouthoc.com.