Internship Opportunities with the Office of Academic Development

**Why Intern at Houston Methodist?**
Houston Methodist Interns play a vital role in the system’s hospitals across the Houston area. We value our interns and match interests and preferences with different positions and backgrounds. We offer networking with the world-class health care professionals, scientists and administrators at Houston Methodist Hospital, positioned in the middle of the largest medical center in the world. Houston Methodist is the number one hospital in the state of Texas and is consistently ranked as one of the best institutions to work for in the United States.

**Why Intern with the Office of Academic Development?**
The Office of Academic Development (OAD) serves Houston Methodist Researchers and Clinicians by helping them to become better teachers, better mentors, and better scientists. We offer different services for Methodist students, trainees and faculty including one-on-one coaching and targeted workshops. Our Office also conducts cutting-edge research on how teaching and learning occurs at Houston Methodist. Although internships with the OAD are unpaid, those who chose to work with our Office find a wealth of networking and professional development opportunities.

**What do Academic Development Interns do?**
Our Interns can take a learning role in one of the following areas: Project Management, Graphic Design, Data Analysis and Statistics, Administration, Learning and Development, Research, Resume Building, and Hospital Experience.

**What education levels can intern with the Office of Academic Development?**
We host undergraduate, masters and doctoral level interns through our office, catering projects and opportunities to your level of experience.

**Which types of degree programs should apply?**
We host interns from the following areas of focus: public health, health care administration, statistics, graphic design, business, psychology and education.

**When are applications due? What important dates should I consider?**
For the Spring 2019 internship, applications are due by November 08, 2018. We will notify you on Friday, November 09 if you are invited to interview with us. Interviews will be held on Monday, November 12, Tuesday, November 13, and Wednesday, November 14. We will notify applicants of our final selections by Friday, November 16.

**How do I apply?**
To apply, send a copy of your resume and a cover letter to academicrequests@houstonmethodist.org