



Summer Intern
Center for Medical Technology Policy
Baltimore, MD

Learn about health policy and building a nonprofit while working as an intern this summer at the Center for Medical Technology Policy (CMTP). The Summer Intern will gain insight into the landscape of emerging health care technologies and the issues surrounding their incorporation into the United States Health Care System, as well as learn more about the policy and methodology issues related to comparative effectiveness research. CMTP is a private, non-profit organization that provides a neutral forum in which patients, clinicians, payers, manufacturers and researchers can work together to design and implement prospective, real world studies to inform health care decisions.

Funding for CMTP comes from a blend of membership contributions from health plans and medical device and pharmaceuticals manufacturers, as well as foundation grants, such as the California Healthcare Foundation, the Blue Shield of California Foundation, and the Commonwealth Foundation. More information is available at www.cmtponet.org.

Responsibilities: The Summer Intern at CMTP will assist the Vice President of Programs in establishing a project management system, including developing a manual and electronic filing system, that will help ensure deadlines are met and resources are assigned to the highest priority projects. She or he will assist in preparing text for promotional materials and proposals. The successful candidate will support CMTP multi-stakeholder meetings by developing background materials. Additionally the Summer Intern will attend such meetings, prepare meeting notes, and other summary materials, while gaining the experience of interacting with senior health policy officials and leaders in the health care industry. The Summer Intern will also support a diverse and growing project team by performing other administrative tasks as assigned.

Qualifications: In order to qualify, students must have a minimum of 60 credit hours as an undergraduate, and be pursuing a Bachelor's of Science or Arts in one of the following fields:

- Health care
- Social science (e.g., economics, psychology, sociology)
- Sciences (e.g., biology, chemistry)
- Policy (e.g., public policy, political science)

- Must be proficient with Microsoft Word and Excel
- Must be detail-oriented with excellent organizational skills
- Must value teamwork
- A self-starter with a strong desire to learn

Applicants must be enrolled in a degree program at an accredited college or university for the upcoming Fall semester.

Salary and Time Commitment: The Summer Intern will be paid \$12 an hour and is expected to commit a minimum 20 hours per week for a 12-week period.