



Illinois Hospital Association

April 25, 2008

**ILLINOIS HOSPITAL ASSOCIATION
MEMORANDUM**

TO: Chief Executive Officers, Member Hospitals and Health Systems

FROM: Ken Robbins, President

SUBJECT: **Administrative Summer Internship Program**

I want to bring to your attention an exceptional opportunity for your hospital or system to participate in a summer internship program designed to promote diversity by developing health care leaders from all racial and ethnic groups while introducing your hospital to potential qualified, diverse administrative career candidates.

The Institute for Diversity in Health Management, an AHA affiliate, invites hospitals to host an administrative intern through the Summer Enrichment Program (SEP). The Institute recruits and screens interns from graduate school programs in health administration, with host sites selecting participants after reviewing applications and interviewing selected candidates.

Interns complete an independent project and participate in a range of activities, gaining valuable work experience and broad exposure to operational health care issues. They receive mentoring from experienced executives selected by the host organization, who provide support and career advice.

The Institute provides an orientation, written guidelines and support for both interns and their hosts during the 10-12 week on-site stay. Host sites pay interns a stipend recommended at \$460/week, and a \$2,500 administrative fee to the Institute, which is waived if a host organization does not select or make a successful match with an intern.

Host sites must register by **May 15, 2008**.

For more information, please contact **Joy N'Daou** at jindaou@aha.org or **(312) 422-2658**, or visit the Institute's site at www.diversityconnection.org.

Background documents about the program:

- [Brochure](#)
- [Frequently Asked Questions](#)
- [Planning for the Summer Enrichment Program](#)