



Position	Front Office Intern	Reports to	Front Office Manager/PSR Lead
Department	Revenue Cycle Dept	Direct Reports	N/A

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
 Job Title: Admin Support Intern
 Supervisor: Debora Ruiz/Erika Tlapanco
 Regular Hours: 5-15 hours a week
 Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.
 Wage:

Job Summary: Assists front office staff with clerical duties to ensure accurate and timely patient access to care.

Specific Duties and Responsibilities:

- Making Copies
- Faxing
- Mailing
- Filing
- Assisting patients with paperwork
- Helping direct patient flow
- Event set up and tear down
- Observing, learning, and assisting Columbia River Health (CRH) staff with clerical duties

Preferred Skills

- Proficiency in Microsoft Word, Excel, and Outlook
- Strong verbal and written communication skills

Qualifications:

- Enrolled in Morrow County Internship Program
- Must be person of high integrity
- Should be compassionate and respectful to patients and staff alike
- Strives for excellence in all aspects of assigned duties
- Is an example of accountability
- Strong attendance and work ethic

Application portal opens March 1st, 2026, and application materials are required no later than April 14th, 2026.

- IMESD Application
- Resume
- Cover Letter

The signing of this document in no way constitutes a written contract between the employee and the employer. The signature only implies that the job description has been read and understood.

Employee's Signature

Date

Supervisor's Signature

Date