

## UW HEALTH JOB DESCRIPTION

<b>Business Development Intern</b>			
<b>Job Code:</b> 340020	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> J. Fox	<b>Date:</b> March 2022
<b>Department:</b> Strategy Office - Business Development		<b>HR Approval:</b> B. Haak	<b>Date:</b> March 2022
<b>JOB SUMMARY</b>			
<p>Under the direction of the Director of Business Development, the Business Development Intern will assist the UWH Corporate Strategy Office with project work including but not limited to: revenue diversification, new business development, financial analysis, executive summaries, research/diligence, process development and existing investment monitoring.</p> <p>The position requires a person with the ability to independently prioritize and plan projects and experiences, as well as daily activities. The Intern is expected to coordinate and direct their own work with respect to specific projects and/or provide staff support to meetings or committees to facilitate successful completion of projects. General supervision and direction are provided by the leadership team in addition to interaction with a variety of internal and external contact relationships; however, the Intern is expected to use a high degree of innovation and independence in daily decision-making situations.</p> <p>Substantial portions of the normal duties required of the Business Development Intern are confidential. The incumbent's access to confidential information is crucial to successful performance of assigned duties. The access to such information is on a regular basis.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<p>The Business Development Intern will demonstrate technical ability, understanding of job expectations and compliance with organizational policies and procedures. The Intern performs the following job responsibilities:</p> <ul style="list-style-type: none"> <li>Participate in ongoing planning and execution of opportunities as assigned by leadership. Obtain, analyze, synthesize, interpret industry and institutional data, as well as market, utilization, and financial data.</li> <li>Continually research current best practices to identify process improvement opportunities.</li> <li>Perform independent analysis of operational, financial, and statistical information using spreadsheets, financial modeling software and computer aided design software as assigned.</li> <li>Prepare presentation-quality reports. Present, communicate and disseminate findings of project work and special assignments.</li> <li>Provide staff support for key meetings, including preparation of minutes and reports. Monitor and coordinate progress of select workgroups and committees.</li> <li>Perform other duties as assigned by the leaders of the Corporate Strategy Office.</li> <li>Monitor, measure and communicate project progress internally and to stakeholders.</li> </ul> <p style="text-align: center; margin-top: 20px;"><b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b></p>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	Bachelor's degree in Finance or Business	
	Preferred	Current MBA student	
Work Experience	Minimum		
	Preferred	Finance industry experience and/or Internship with hospital or related healthcare industry	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Ability to manage multiple projects and meet deadlines</li> <li>Excellent written and verbal communication</li> <li>Self-motivated, teamwork-oriented and effective interpersonal skills</li> <li>Analytical, conceptual, presentation, facilitation and organizational skills</li> <li>Ability to obtain, analyze synthesize and interpret industry and institutional data, as well as market, utilization and financial data.</li> <li>Apply strategic and financial methods and techniques to potential revenue diversification opportunities</li> <li>Leadership, independence and initiative</li> <li>Presentation and facilitation skills</li> <li>Organizational skills</li> </ul>		

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<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>x</b> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.