

# Intern

InSight Telepsychiatry

## Position Summary

InSight Telepsychiatry is looking for ambitious and entrepreneurially-minded individuals who have an interest in working with a rapidly growing telehealth organization. InSight's interns will collaborate with a national team of colleagues and gain valuable work experience. Interns will work on business development, talent administration or operational projects that will vary based on candidate skills and department needs. This position is paid and course credit is available.

## Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand or scheduled basis. With over 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. [www.InSightTelepsychiatry.com](http://www.InSightTelepsychiatry.com)

## Potential Projects:

Projects will vary based on the skills of the intern and needs of the each department. Potential projects could include:

### *Business Development*

- Conduct market research for new markets or territories
- Build contact lists and do initial outreach for new partners and markets
- Help update and define the sales pipeline for different markets
- Create ideas for campaigns and new business development channels
- Other administrative duties as assigned

### *Operations*

- Research and track relevant telemedicine policy news
- Assist with the successful roll out of new technologies and systems
- Update and audit internal databases for accuracy and completion
- Create guidelines, FAQs and best practices for new and existing processes
- Help collect and analyze quality assurance data
- Other administrative duties as assigned

### *Talent Administration*

- Help process talent applications for credentialing
- Assist with the writing and maintenance of internal guidelines and best practices
- Create engagement campaigns to keep team members connected to InSight
- Other administrative duties as assigned

### **Required Skills**

- Research skills
- Professional demeanor
- Comfortable working independently
- Comfortable using collaboration tools to work with remote team members
- Organization and prioritization skills
- Communication skills

### **Ideal candidates would have experience in one or more of the following areas**

- Healthcare, behavioral health, public health or related field
- Database management, Salesforce
- Policy, legislation and compliance
- Quality assurance
- Engagement
- Sales, business development or marketing
- Human resources, recruitment or talent development
- Medical affairs, credentialing
- Operations, logistics or project management
- Data analytics

### **Logistics**

- Duration: 2.5 month program, flexible dates and hours
- Location: Marlton, NJ, Lynchburg, VA or remote
- Compensation: Paid, course credit available
- Available for: recent graduates and rising college sophomore, juniors or seniors

### **To Apply**

Send a detailed cover letter and resume to Diane Sinclair [asinclair@in-sight.net](mailto:asinclair@in-sight.net) by April 24, 2017. In your cover letter, please specify:

1. The type(s) of experience you would be most interested in gaining
2. The dates and hours you would be interested in working
3. Whether you are interested in opportunities in Marlton, NJ, Lynchburg, VA or remote