



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Chiropractic Associates of Westlake
Assignment Address: 2750 Dover Center Road, Westlake, OH 44145
Job Category (Select up to 2): Healthcare/Laboratory Customer Service/Office Administration
Work Schedule/Hours: Flexible hours on Tuesday & Thursday
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Unlike conventional medicine, which focuses on attempting to treat disease once it occurs, Chiropractic Associates of Westlake emphasizes improving your health in an effort to reduce the risk of pain and illness in the first place.

Job Responsibilities: (e.g. functions and/or projects)

- Answer phones
- Schedule patients
- Collect payment
- Check in new patients
- Office administrative work
- Filing

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- General office skills
- Good personal skills
- Organized
- Punctual
- Trustworthy

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Customer service background
- Prior experience