



# Pharmacy Society of Wisconsin Executive Internship Summer 2023

## **Description**

The Pharmacy Society of Wisconsin Executive Intern will learn the general structure and activities of a pharmacy association as they work alongside PSW staff on projects to support Wisconsin's pharmacy professionals.

## **Purpose**

- Provide a student pharmacist broad exposure to the professional and educational issues confronting the profession of pharmacy.
- Provide a student pharmacist experience in association management communication and marketing.
- Provide a student pharmacist exposure to leaders and multiple areas of pharmacy practice.
- Support the advancement of pharmacy practice and innovation.

## **Activities**

During the experience, the intern will work on specific projects and receive instruction from preceptor Kari Trapskin, PharmD and the full PSW staff. The intern will have the opportunity to publish an article in *The Journal*, network with key pharmacists and healthcare leaders from around the state, and assist in providing communication and marketing for the organization. The intern may assist in planning one or more educational conferences and may attend and actively participate in PSW conferences and PSW committee, Board of Directors, and staff meetings.

## **Schedule**

The internship will be May 23 - August 27, 2023. Hours for the Executive Intern will be Monday – Thursday, 8:00 a.m. – 4:30 p.m. with a 30-minute lunch break. The Executive Intern will also staff the [PSW Annual Meeting](#) in La Crosse, August 24-27, 2023. Lodging at the Annual Meeting will be paid by PSW.

The Executive Intern must work in-person at the PSW offices in Madison on Tuesday and Wednesday. They can choose to work remotely or in-person, based on if other staff are in the office, on Monday and Thursday.

The Executive Intern will not work May 29 and July 4 as the PSW office is closed in observance of Memorial Day and The Fourth of July, respectively. Additionally, the Executive Intern will have the ability to take one personal day off.

## **Selection of the Applicant**

The executive internship is open to student pharmacists in any year of pharmacy school. Selection of the Executive Intern shall be the responsibility of PSW staff. Applicants may be asked to interview for the position.

PSW welcomes applications from or nominations of those who represent diversity in race, color, ethnicity, culture, national origin, sexual orientation, age, gender, gender identity, social class, physical ability/attributes, religious or ethical value systems, language, pharmacy practice area, geographic location, and other perspective shaping backgrounds.

## **Stipend**

PSW provides a stipend for the internship program.

## **Instructions for Applying for Executive Internship**

Visit next page



### **Instructions for Applying for Executive Internship**

Applicants should submit a cover letter and resume/CV to [emartin@pswi.org](mailto:emartin@pswi.org) by November 1, 2022.

#### **Cover Letter**

In a cover letter of no more than two pages, using Times New Roman, 12-point font, answer the following questions:

- Why are you applying for this internship?
- What are your leadership experiences? What skills have you gained from those experiences and how have they prepared you for the Executive Internship?
- What are your past experiences related to pharmacy practice advancement and innovation? What skills have you gained from those experiences and how have they prepared you for the Executive Internship?
- What are your experiences with writing and speaking and how have those experiences prepared you for the Executive Internship?
- What would you hope to learn or gain from the Executive Internship?
- Include your name, cell phone, and email address

#### **Resume/CV**

Provide a current resume or CV, which includes the following:

- Your pharmacy school name, current year in pharmacy school, and anticipated graduation date
- Undergraduate school and high school
- Leadership positions you have held and respective organization
- Extracurricular activities / student organizations in which you've been involved while in pharmacy school
- Extracurricular activities / student organizations in which you've been involved while in college (undergraduate)
- Past pharmacy internship or other work experiences and respective organization
- Name, cell phone, and email address

#### **References**

Provide 2 references who can describe your professional experiences or attributes. Include the following:

- Name of Reference
- Email Address of Reference
- Phone Number of Reference
- Relationship to Reference

#### **Questions**

Erica Martin

[emartin@pswi.org](mailto:emartin@pswi.org)