

Suggested Activities for Youth *in selected industries*

Healthcare

The healthcare industry provides various opportunities for youth to explore different fields. Last summer, young person in the healthcare industry worked in:

- *Public Relations*- Assisted in photo shoots, developed correspondence, wrote articles for newsletter
- *Pediatric Intensive Care Unit*- Assisted in administrative activities for unit (filing, phones, faxing)
- *Center For Injury Prevention and Trauma*- Assisted in study-related activities (scheduling, interviewing, etc.)
- *Day Surgery/Nursing/Anesthesiology*- Assisted with intake activities, pre/post operative observation
- *Biomedical Engineering*- Assisted with medical supply inspections and delivery of materials to departments
- *Welcome Center*- Assisted families with directions and orientation to hospital facilities
- *HR-Benefits/Compensation*- Assisted with preparations for bi-weekly employee orientation
- *Poison Control*- Assisted with development of marketing materials, phone referrals, database development
- *Nursing Education*- Assisted in development and review of various curricula

Finance/Banking

Banking institutions have a wide array of positions young people can fill. Last summer, youth in the finance industry:

- Updated database records
- Served as greeters
- Managed registration at corporate events
- Observed press conferences
- Archived and reorganized files
- Contacted vendors to update invoice information
- Assisted with mailings
- Reviewed grant applications for completeness

General Business

With the confidentiality issues surrounding many fields, it may seem challenging to think of activities for young people to work on. Last year, one law firm had youth work in the Information Technology department, on activities such as:

- Auditing printers throughout the office
- Updating databases
- Assisting with administrative tasks
- Shadowing IT staff