

How To Apply

Application Timeline

December 1st: Application cycle for the UCSF BCC Internship Program opens

February 1st: Deadline to apply for the UCSF BCC Internship Program

February - April: Candidates with relevant experience will go through multi-round interviews

Mid-March to Mid-May: Candidates are chosen and offered positions

May-June: Candidates fill out hiring HR paperwork and complete onboarding

Late June: Interns begin the program with a rigorous two month orientation schedule including multiple lectures, trainings, and meetings

Application Packet

Interested applicants must compile a packet consisting of:

- Resume
- Official transcript(s). Transcripts must be sealed and sent directly from your universities in order to qualify as official.
- 2 academic or professional letters of recommendation (these should be emailed directly from writer, or hard copies may be scanned and emailed)
- Please include 1-2 pages answering the following questions:
 - Why are you interested in UCSF and why do you believe you will be a good fit for the program?
 - What skills do you believe are important for a person to have who wants to pursue professional development in the medical field?
 - What are your short term goals for your job next year? Are you interested in a one or two year internship with our program? What are your long term goals for your career?

Packet and documents must be emailed to bccinternship@ucsf.edu ^[1]. You will receive a final confirmation email after your entire packet has been received.

Note: We strongly prefer all items to be sent electronically since our internship staff is telecommuting at this time. If you have specific concerns or inquiries regarding mailing items,

please email bccinternship@ucsf.edu [1].

Upcoming Dates and Deadlines

2022-2023 Application Opens: **December 1, 2021 at 12:00 AM Pacific Time**

2022-2023 Application Closes: **February 1, 2022 at 11:59 PM Pacific Time**

Application materials will not be considered if they are received after the deadline. Please apply early and confirm receipt with all parties, as processing times lengthen closer to the February 1st deadline.

Additional Relevant Position Information

The BCC Internship Program will be recruiting for the 2022-2023 year. Our program follows the evolving UCSF and State COVID-19 guidelines. Interns will be Bay Area-based for the duration of their internship program and may telecommute, as required, for a portion of the year to ensure the safety of all patients, faculty, researchers, staff, and interns.

Start Date: **June 20, 2022** (*Start date is not flexible*)

Estimated Salary: Approximately \$43,013 with benefits for first year.

Position Details: The intern will work closely with the Director or a faculty member and other members of the research and clinical care team of the UCSF Breast Care Center to accomplish the research goals of the Center. This will include involvement in such areas as clinical research, basic science research, delivery of care, and/or patient education. Additionally, interns will gain experience with the clinical setting. They will be trained as consultation planners, assisting patients in sifting through information and asking questions during consultations with surgeons and oncologists. The intern will have the opportunity to shadow oncologists and surgeons in the clinic and the operating room. The intern will be required to occasionally work weekends and evenings to finish a project. Position title for the intern is *Project Assistant* or *Research Assistant.* We will have multiple positions available beginning in June 2022, with candidates from multiple universities considered. Positions are either 1 or 2 years in length (depending on the assignment).

Position Requirements/Preferred Skills: We are seeking bright, independent, hardworking interns with a strong science or public health background. We strongly encourage traditionally underrepresented and diverse applicants to apply. Most of the positions require a 1 year commitment. There are 2-3 positions which require a 2-year commitment. Please note that we require a firm start date of June 20, 2022. There will be a 3-week overlap with all outgoing interns to help with training and orientation, so positions are 1 year plus 3 weeks or 2 years

plus 3 weeks. Rolling offers will begin in March 2022, and we will expect an immediate response. Interns will learn their specific project assignment when they arrive in June.

Learning Outcomes: The intern will learn about the healthcare system from both a clinical standpoint and a research standpoint.

Contact Us
UCSF Main Site

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Source URL: <https://bccinternship.ucsf.edu/how-apply>

Links

[1] <mailto:bccinternship@ucsf.edu>