



Temporary Employment Opportunities Summer 2026 UPDATED

Office of Medical Education

Curriculum Foundations: The curriculum (foundations) team is seeking two motivated individuals who are passionate about curriculum for a summer internship.

Location: Office of Medical Education (Dr. Karen Lounsbury)

Duration: Term of 6-8 weeks with an average of 20 hours per week

Number of openings: 1

Purpose: Improve the Foundations medical curriculum based on feedback and guidelines.

Outcomes:

Enhance curriculum content. Develop new educational materials. Support faculty and student initiatives.

Tasks:

Step 1 Support: Create review materials for Step 1 exams.

Anatomy Education: Help make educational videos and analyze anatomy data.

Interns can also assist as TAs in the Jumpstart VIC program.

Expectations:

Work with leadership (some remote work possible). Sign a confidentiality agreement.

Qualifications:

One position for a rising M2 student. Good academic standing. Interest in improving medical education.

Experience with design software is a plus. Please send your resume and letter of interest to Sami Love, OME Administrative Assistant sjlove@med.uvm.edu IMPORTANT: Please note **Curriculum Foundations** in the subject line.

VIC Portal Upgrade Specialist

Location: Office of Medical Education (Dr. Toshi Uchida and Julia O'Connor) Initial training and set up on campus but work could be completed remotely.

Duration: Term of 6-8 weeks with an average of 20 hours per week for each position

Number of openings: 1

Purpose: To assist with transitioning curriculum from VIC Portal to VidaNova.

Outcomes: The interns will learn about the structure of the pre-clinical curriculum in addition to the design and functionality of VidaNova, LCOM's new learning management system. Interns will be encouraged to consider developing a scholarly project based on their work.

Tasks: Moving content from VIC Portal (Blackboard) to VidaNova including quizzes, assignments, and course materials.

Expectations: Initial training with COMTS. Meet with Pre-Clinical Curriculum Manager or designee weekly.

Qualifications: Attention to detail and a positive attitude. Please send your resume and letter of interest to Sami Love, OME Administrative Assistant sjlove@med.uvm.edu IMPORTANT: Please note **VIC Portal Upgrade Specialist** in the subject line.

Learning Environment:

Location: Office of the Learning Environment (Dr. Liz Hunt)

Duration: Term of 6 weeks with an average of 20 hours per week.

Position Overview: The LCOM Office of the Learning Environment is seeking a motivated and passionate medical student for a summer internship. This internship offers a unique opportunity to work on initiatives aimed at fostering a more respectful and inclusive medical education learning environment and on programs that help support professionalism.

Key Responsibilities:

Collaborate with faculty, staff, and students to develop and help implement programs that promote professionalism within the medical education community.

Assist in the creation and dissemination of educational materials and resources related to fostering a positive, respectful, and inclusive learning environment.

Participate in meetings and workshops focused on improving the learning environment for all medical students.

Conduct research and gather data to support ongoing initiatives and projects. Provide administrative/tech support to the Office of the Learning Environment as needed. Please send your resume and letter of interest to Sami Love, OME Administrative Assistant sjlove@med.uvm.edu IMPORTANT: Please note **Learning Environment** in the subject line.

LCOM Admissions:

Location: Office of Medical Student Admissions (Dr. Leila Amiri and Carolyn Bernegger-Assistant Director) Preferably on campus and remote is possible.

Duration: Term of 6-8 weeks up to 40 hours per week.

Position Overview:

This summer, join the Office of Admissions and become an essential part of a team dedicated to shaping Larner's future. In this role, you will gain hands-on experience in all aspects of the admissions process. Your responsibilities will include assisting in revamping our team-based learning activity, provide a student perspective on our communications and timeline, and support office activities, such as screening. The student intern also has the option to review data in the office for a project that may be of interest to them, related to characteristics of accepted students or our processes. This role offers the chance to build valuable skills, work with a supportive team, and contribute to Larner's mission.

Outcomes: The selected candidate will learn about mission-aligned selection and retention philosophically and practically. They will engage with the incoming applicant pool at our summer recruitment events.

Qualifications: Interest in helping recruit the next group of Larner medical students. Interest in marketing Larner honestly and positively. Please send your resume and letter of interest to Sami Love, OME Administrative Assistant sjlove@med.uvm.edu IMPORTANT: Please note **LCOM Admissions** in the subject line.