



## Company Mentorship Application

Company Name: Buffalo Niagara Medical Campus, Inc.  
Supervisor's Name and Title: Michael Ball, Dir. Planning & Implementation  
Department: NA  
Supervisor's Phone Number: 716-218-7152 Email Address: mball@bnmc.org  
Company Address: 640 Ellicott Street, Buffalo NY 14203  
Company's Website Address: www.bnmc.org

### Internship Information

#### Organization Description

*Please include overview of company including mission statement and services provided. Provide any information that will help the student better understand your organization.*

The Buffalo Niagara Medical Campus is a 501 (c)(3) non-profit organization dedicated to the cultivation of a world-class medical campus for clinical care, research, education and entrepreneurship in downtown Buffalo. BNMC accomplishes this by coordinating activities relating to planning, development and enhancement within our 120-acre footprint; facilitating collaboration among member institutions, as well as the community at large, and addressing issues of common concern to our institutions.

#### Internship Title and Responsibilities

*What will your intern's title be? What tasks and projects will they participate in? Any additional ways they will be involved in your organization?*

The "Project Intern" will have invaluable exposure to the nuances of government relations, communications, economic development, planning, finance, and office administration. The intern will be called upon to assist with meeting coordination and scheduling, data manipulation, community and institutional communications, outdoor environmental infrastructure assessment, report writing and general office administration.

#### Intern Requirements

*Are there any specific skills and qualifications you expect from your intern? For example, would you like someone with an exceptional understanding and use of Microsoft Excel or similar programs? Do you prefer someone studying a certain concentration area? With a certain GPA? Please be specific.*

Candidates should possess excellent written and oral communication skills. Proficiency with Microsoft Office applications including Outlook, Word, Excel, and Powerpoint required. The ability to work independently and respond to specific detailed direction is also required. Computer will be provided by BNMC Inc for office use only.

Internship Learning Objectives (**IMPORTANT**)

*What can the intern expect to take away from this internship? Any specific skills they may not otherwise learn in the classroom? Will they learn in depth knowledge about a certain area of your organization? Think about what the intern's daily tasks will be and what the student will write on his or her resume.*

The Project Intern will benefit from the experience of working on a variety of projects within this fast-paced environment. The intern will be called upon to assist various BNMC staff members. As listed above under Title and Responsibilities, the Intern will have invaluable exposure to areas of government relations, economic development, planning, finance, and office administration.

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\_\_\_\_\_ title & date