NORTH EAST MEDICAL SERVICES
東 北 醫 療 中 心

NORTH EAST MEDICAL SERVICES
VOLUNTEER POSITION DESCRIPTION

TITLE: Data Analysis Volunteer
Location(s): 2171 Junipero Serra Blvd, Daly City
Projected Hours: 15 hours Total
Host Name Data Analysis Supervisor

SUMMARY OF VOLUNTEER POSITION:

Under the supervision of the Data Analysis Supervisor, volunteers will receive an overview of the Data Analysis Team at NEMS.

ESSENTIAL FUNCTIONS:

- Learn about the Data Analysis Team's purpose, roles, stakeholders, and typical projects.
- Learn about the team's standard operating procedures at a high level.
- Understand how analytics supports operations, quality improvement, finance, and leadership decisions.
- Discuss career paths in data analytics, healthcare informatics, business analysis, reporting, data engineering, and project management.

PREFERRED QUALIFICATIONS:

- High school student or older.
- Competency in working with computers, telephones, and office equipment.
- Able to take responsibility for assigned tasks.

LANGUAGE:

- Fluent reading, writing, and speaking in English is required.

This is a volunteer position. I, the undersigned, acknowledge that I have read, understood, and accepted this position description and am able to perform these essential job functions without restrictions. I also understand that it may be modified from time to time.

_____	_____	_____
Volunteer Print Name	Volunteer Signature	Date

If the volunteer is under 18 years of age, please also have your parent/guardian sign below:

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Volunteer Coordinator Name	Volunteer Coordinator Signature	Date
_____	_____	
NEMS Host Name	NEMS Host Title	

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NEMS Host Signature Date