

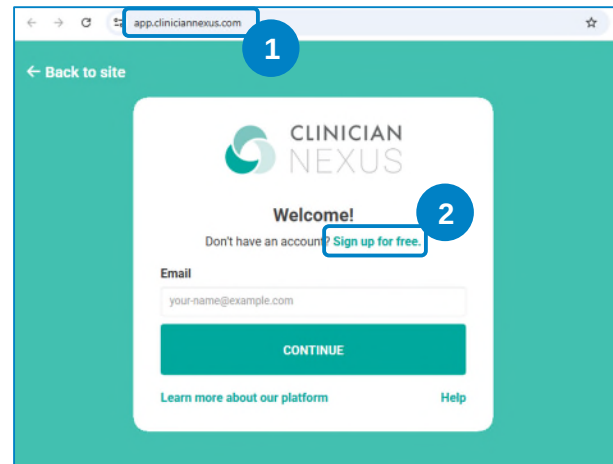
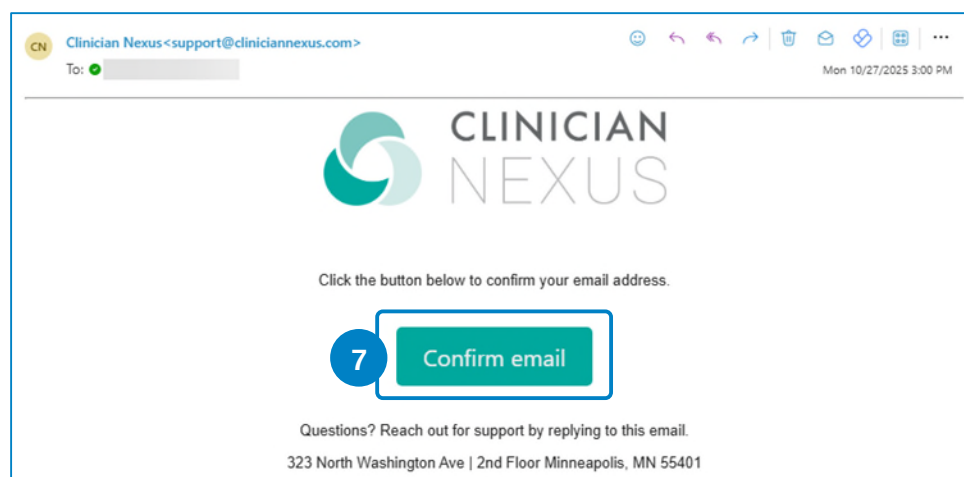
Graduate Administrative Internship Application Job Aid

Thank you for your interest in Cleveland Clinic
Graduate Administrative Internship.

? Questions? Contact AdminFellows@CCF.org

First, create an account with Clinician Nexus. Here's how:

1. Click this link or copy and paste it into your web browser.
<https://app.cliniciannexus.com/>
2. On the Clinician Nexus welcome page, click the **Sign up for free** hyperlink.
3. Enter your **first** and **last name** and **email address**.
4. Create and confirm a **password** according to the requirements.
5. Check the box to accept the **End User License Agreement**.
6. Click the **[SIGN UP]** button.
7. Check your email for a message from Clinician Nexus. Click the **[Confirm email]** button.

A screenshot of the Clinician Nexus sign-up form. The form is on a teal background with the Clinician Nexus logo at the top. It contains several input fields: 'Legal first name', 'Legal last name', 'Email', 'Password', and 'Confirm password'. Below the password fields are requirements: 'Minimum 6 characters', 'Minimum 1 lower case letter', 'Minimum 1 upper case letter', and 'Minimum 1 number'. There's also a 'How did you hear about us? (optional)' dropdown menu. At the bottom, there's a checkbox for 'I accept the End User License Agreement.' and a large teal 'SIGN UP' button. Numbered callouts 3 through 6 point to the first name, last name, email, password, and sign-up button fields respectively.

The **Clinician Nexus** website will appear in a new window.

- Click the box that reads **Apply for clinical experiences as a student, resident, volunteer, etc.**

Welcome to Clinician Nexus!

What would you like to do first?

Additional roles can be added afterward if needed.

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Apply for clinical experiences as a student, resident, volunteer, etc.

Manage clinical experiences as staff for a hospital, clinic, or care setting

Manage clinical experiences as staff for a school, university, or teaching institution

LOGOUT

NEXT

- On the following screen, begin entering the name of your school in the **Search** field.
- Select your school from the list when it appears. If your school isn't listed, check the box for **I'm not enrolled at a school**.

What school do you attend?

☐ I'm not enrolled at a school.

9

Search schools already in the Clinician Nexus network

Search by university name, city, or zip code

10

Cleveland

12 results for "Cleveland"

- CC Cleveland Central Catholic
- CM Cleveland Clinic Lerner College of Medicine
- CS Cleveland Heights High School
- CA Cleveland Institute of Art
- CM Cleveland School of Science and Medicine
- CP Cleveland School of Science and Medicine - CSSM Academic Program

Can't find your school? [Request to add it](#)

BACK

NEXT

11. On the following screen, click the **Discipline** field.
12. Enter “**Observer**” in the Search field and click **Observer** from the list.
13. The year of study and date of expected graduation fields are *not* required. Click the **[FINISH]** button.

The screenshot shows a form titled "What program are you in?". It includes a "Program name" dropdown menu with "NS Northeast Ohio / Florida High Schools" selected. Below it, a "Discipline" dropdown menu is highlighted with a blue circle and the number 11. A search box for "Observer" is highlighted with a blue circle and the number 12, showing "Observer" as a result. At the bottom right, a "FINISH" button is highlighted with a blue circle and the number 13. A "BACK" button is at the bottom left. A green message at the bottom states: "✓ Your email address fits Northeast Ohio / Florida High Schools requirements."

If you confirmed your email address (Step 7), your dashboard will appear.

The screenshot shows the Clinician Nexus dashboard. On the left is a sidebar with navigation links: Rotations, My steps, Document library, Find clinical experiences, Search community, Support, and Referrals. The main content area is titled "My views" and includes a search bar and a "Sort by Name from A-Z" dropdown. Below this is a "Rotation list" section with tabs for Columns, Calendar, List, Active, Archived, and All. A search bar for rotations is present, along with a "Show..." button and a "Sort by Start date from earliest-latest" dropdown. A message at the bottom of the rotation list states: "You have no rotations yet! Find a rotation". A progress bar at the top right indicates "Your profile is 11% complete." with a list of tasks to complete.

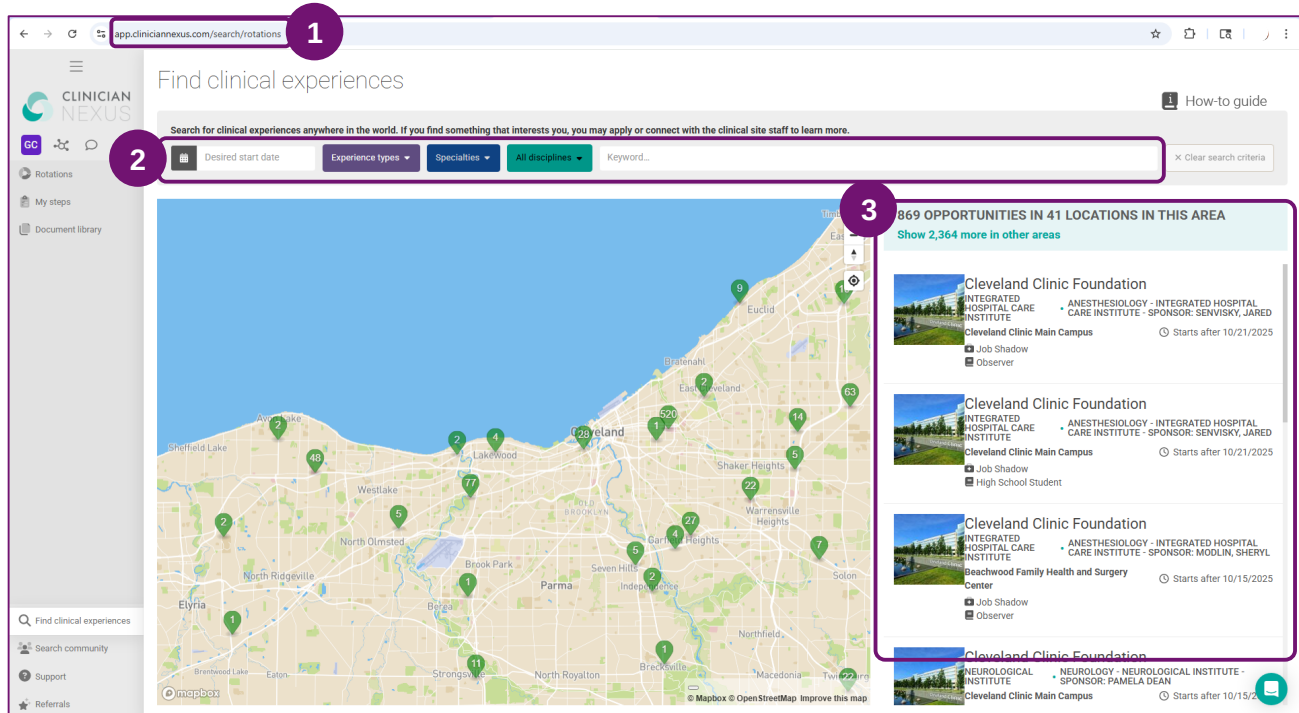
After you create your account, complete an application. Here's how:

1. Click this link or copy and paste it into your web browser.

<https://app.cliniciannexus.com/search/rotations/120240>

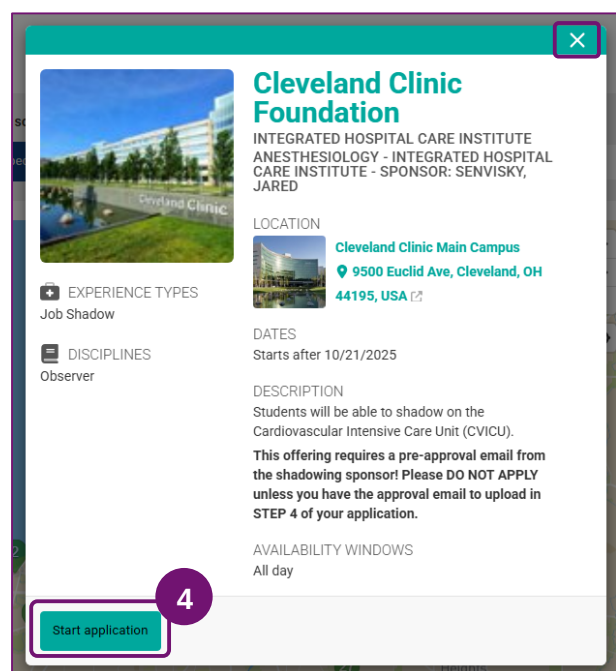
Enter **May 24, 2027** as your desired start date. In the **Keyword search**, enter “Graduate Administrative Internship.”

2. Select the opportunity when it appears in the right-hand menu.



A pop-up window will appear with additional information.

4. Click the **[Start application]** button.



The online application appears.

6. In the **Schedule** field, enter your available dates. This should be May 24, 2027 – July 30, 2027. *(Again, these are approximate).*
7. In the **Learning objectives** field, enter “to apply for this internship.”

8. Scroll down the screen to the **Application steps**. Click the **[Open form]** buttons and enter your responses to the questions on the pop-up boxes. Continue to scroll down until you complete all application steps.
9. Once you complete the application, click the **[Save and submit request]** button.

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