

# Leadership in Healthcare Undergraduate Administrative Internship Application Job Aid

Thank you for your interest in the **LiH Undergraduate Administrative Internship**. This is an administrative opportunity for **rising juniors & seniors**.

? Questions? Contact [AdminFellows@CCF.org](mailto: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.

app.cliniciannexus.com

← Back to site

CLINICIAN NEXUS

Welcome!

Don't have an account? [Sign up for free.](#)

Email

your-name@example.com

CONTINUE

[Learn more about our platform](#) [Help](#)

CLINICIAN NEXUS

Legal first name

Legal last name

Email

your-name@example.com

Password

Minimum 6 characters  
Minimum 1 lower case letter  
Minimum 1 upper case letter  
Minimum 1 number

Confirm password

How did you hear about us? (optional)

☐ I accept the End User License Agreement.

SIGN UP

CN Clinician Nexus <support@cliniciannexus.com>

To: [redacted]

Mon 10/27/2025 3:00 PM

CLINICIAN NEXUS

Click the button below to confirm your email address.

Confirm email

Questions? Reach out for support by replying to this email.

323 North Washington Ave | 2nd Floor Minneapolis, MN 55401

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.

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Search schools already in the Clinician Nexus network

Search by university name, city, or zip code

Q Cleveland

12 results for "Cleveland"

10

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 has a "Program name" dropdown menu with "NS Northeast Ohio / Florida High Schools" selected. Below it is a "Discipline" dropdown menu with "Observer" selected. A search box for "Observer" is open, showing a list of results with "Observer" at the top. A "When do you expect to graduate? (Optional)" field is present. A green message bar at the bottom says "✓ Your email address fits Northeast Ohio / Florida High Schools requirements." At the bottom right, there is a "FINISH" button. A "BACK" button is at the bottom left. A small chat icon is in the bottom right corner.

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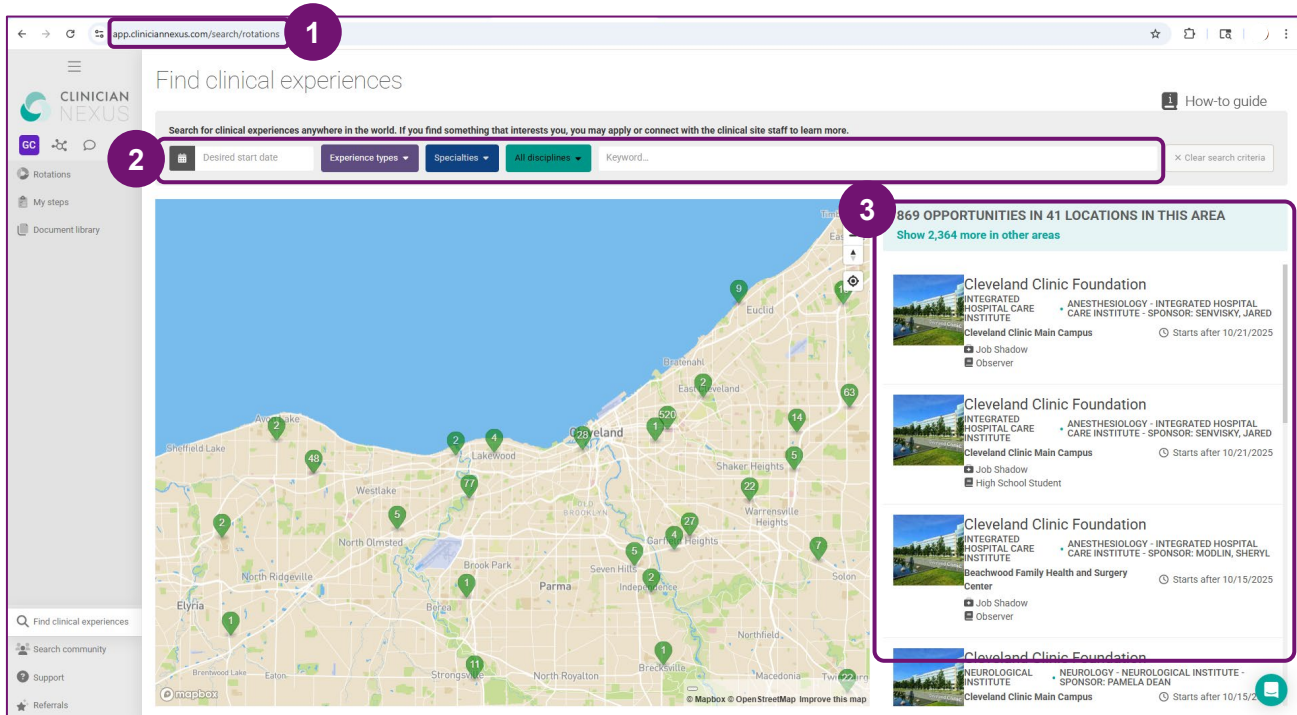
13

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

The screenshot shows the Clinician Nexus dashboard. The left sidebar has a menu with "Rotations", "My steps", and "Document library". The main content area has a "My views" section with a search bar and a "Sort by Name from A-Z" dropdown. Below this is a "Rotation list" section with a search bar and a "Find a rotation" link. The right sidebar has a "Your profile is 11% complete" section with a list of checkboxes for profile completion. At the bottom right, there is a "Show..." dropdown, a "Sort by Start date from earliest-latest" dropdown, and an "Export" button. A small chat icon is in the bottom right corner.

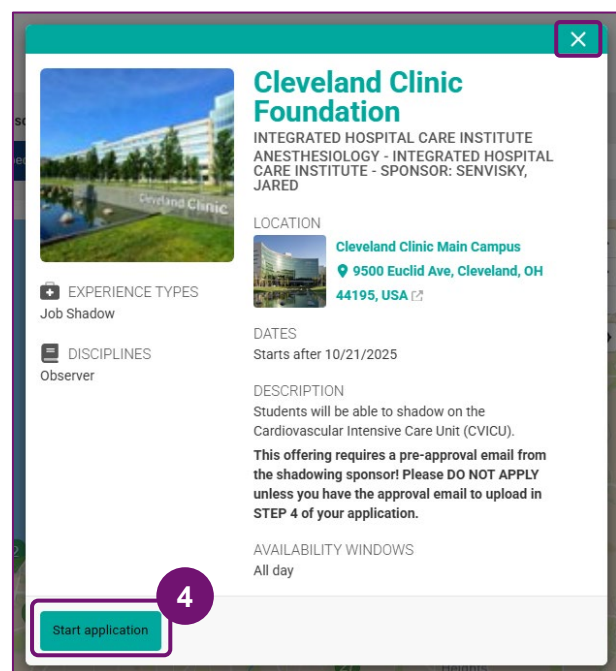
## After you create your account, complete an application. Here's how:

1. Click this link or copy and paste it into your web browser.  
<https://app.cliniciannexus.com/search/rotations/100849>
2. Enter **May 24, 2026** as your desired start date. In the **Keyword search**, enter "Leadership in Healthcare Undergraduate Administrative Internship."
3. 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, 2026 – July 31, 2026. *(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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