

<b>Internship/Practicum Title</b>					
Data Analytics Internship - Remote (2 Positions)				<b>Preceptor Name and Title:</b> Ann H. Duncan, CPA, MPA, CTCM Director, Fiscal Monitoring Unit	
<b>Brief Description</b> Include purpose and goals					
Analyze financial information submitted by Grantees during fiscal compliance reviews. Work with data analytics software to develop standard testing procedures to identify areas of risk. Summarize and present data in tables & graphs for management use.					
<b>Semester:</b> Ongoing	<b>Year:</b> 2020- 2021	<b>Length:</b> 1 Semester	<b>Total Weekly Hours:</b> 15-25 (negotiable)	<b>Paid:</b> Unpaid	<b>Travel Required?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DSHS Division:</b> Program Operations		<b>Program:</b> Fiscal Monitoring Unit		<b>Region:</b> Central Office	
<b>Internship Location:</b> 1100 West 49 <sup>th</sup> St., Austin, TX 78756					

**Population Focus:** All Texas residents

**Functional Focus:** Program Development; Manual Development; Health Information Technology; Public Health Finance

**Dimensions of Public Health:** Communicable Diseases; Chronic Disease; Prevention-Health Promotion

### DSHS Host Program Summary

**Enter a brief narrative description of the mission, purpose and functions of the Host Program area within which the Internship is operated.**

The mission of the Fiscal Monitoring Unit (FMU) is to promote good stewardship of public resources by helping grantees comply with their contracts and ensuring agency compliance with State and Federal requirements for fiscal monitoring of grantees.

### Internship Details

**Learning Objectives** (minimum of 3)

What do you expect the student to learn upon completion of a successful internship?

- Develop skill in standardizing financial data from various organizations (Non-Profit and Governmental entities)
- Gain experience in identifying financial risk factors
- Gain knowledge of audit testing procedures and sampling methods

<ul style="list-style-type: none"> <li>Engage in collaborative teamwork with Senior Analysts</li> <li>Gain experience in developing a management report with recommendations</li> </ul>
<b>Intern Activities</b> What will the intern do during their internship? Use verbs to describe activities.
<ul style="list-style-type: none"> <li>Utilize data analytics software to identify trends in financial data</li> <li>Recommend procedures to be incorporated in fiscal compliance reviews</li> <li>Develop midterm and final power point presentations for FMU staff</li> <li>Coordinate with Senior Analysts for pilot project to add data analytic procedures to fiscal compliance reviews</li> <li>Summarize results and report to Fiscal Monitoring Unit Director</li> </ul>
<b>Intern Deliverables</b> (at least one) What will the intern produce or complete at the end of the internship?
Report and power point presentation for FMU Leadership
<b>Relevant Statutes or Policies</b> What statutes, laws, regulations, or policies are at the basis of the internship?
Federal Uniform Grant Guidance and State of Texas Uniform Grant Management Standards

**Applicant Qualifications**

<b>Required</b>	<b>Skill</b> (check all that apply)	<b>Proficiency</b> (check one for each app.)
	<input checked="" type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<b>Academic level and/or degree or field/discipline</b> Undergraduate upper division or Graduate student Other required qualifications (list below) <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Preferred</b>	<b>Skill</b> (check all that apply)	<b>Proficiency</b> (check one for each app.)
	<input checked="" type="checkbox"/> Microsoft Office: <input type="checkbox"/> Word <input checked="" type="checkbox"/> Excel	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced

	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input checked="" type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.):	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<b>Academic level, degree and/or field</b> Accounting or Finance Majors	

### Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

<input checked="" type="checkbox"/> <b>Application</b>	<input type="checkbox"/> <b>Letter of Interest [BR applicants only]</b>	<input type="checkbox"/> <b>Two letters of recommendation</b> Instructions: 1 letter from current or former supervisor if applicable and/or 1 or both letters from faculty members (in lieu of reference checks).
<input type="checkbox"/> <b>Resume</b>	<input type="checkbox"/> <b>Writing Sample</b>	<input type="checkbox"/> <b>Other documents:</b>

### Contact Information

<b>Contact Name and Information</b>	Olivia Harrell Title: Staff Services Officer Email: olivia.harrell@dshs.texas.gov Phone: 512-776-6192
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