

Internship Title: Academic Engagement and Partnerships		Preceptor Name, Title: Craig Gilden, Education Programs Manager	
Location (City/Region): Austin and/or Remote	Division, Program: Office of Practice and Learning		In Person: <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
<p>This intern position will work towards creating resources, assessments, and outreach opportunities to promote career paths in public health and educate relevant constituencies on university campuses about the value of a public health degree. The position will work with the Early-Career Programs team within the Office of Practice and Learning (OPL). OPL's mission is to strengthen and develop the Texas public health workforce and serve as the agency's hub for partnerships with higher education. Along with intern projects, the intern will have lots of opportunities to learn about public health in Texas, make professional connections, and explore their own professional interests through DSHS programs and partnerships.</p>			
Hours/Week: <input type="checkbox"/> 5 – 10 <input checked="" type="checkbox"/> 10 – 15 <input type="checkbox"/> 15 – 20 <input checked="" type="checkbox"/> Variable (negotiable)		Preferred Academic Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> No Preference	

Disciplines

<input type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Communication/Marketing	<input type="checkbox"/> Program Evaluation	<input checked="" type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input type="checkbox"/>
<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

Internship Details

Intern Activities (not all inclusive)
<ul style="list-style-type: none"> • Learn about governmental public health functions and job types • Collaborate with university partners to gather information and data • Correspond with students and triage email inbox to answer questions about DSHS, career exploration and internships • Attend internal and external meetings, including notetaking

- Research existing data, career resources and funding opportunities
- Conduct outreach to students and staff to educate about public health and its career pathways
- Develop content relevant to audience and outreach goals
- Create assessments and evaluations related to career outcomes of public health students

Intern Deliverables

- Database of public health internship sites, application processes, and organizational internship information
- Design assessment of undergraduate public health student employment outcomes at select Texas institutions
- Create infographic and awareness campaign targeted to student facing staff (advisors, career centers, student life) on campuses to better understand and market public health degree programs and job opportunities
- Create centralized resource for faculty to access best practices, activities and content related to public health internships classes
- Attend and participate in campus activities and outreach (such as career fairs, health fairs, student group meetings) serving as an ambassador for public health careers

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

Applicant Qualifications

Required	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Undergraduate
	Any other skills required (soft or technical) Willingness and ability to do public speaking
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel

	<input type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.
	Academic Level Click or tap here to enter text.
	Any other skills required (soft or technical) Click or tap here to enter text.

Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey Application	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

Contact Information for Inquiries

Contact Name and Information	Name: Craig Gilden Credentials: MEd Title: Education Coordinator Email: internships@dshs.texas.gov
-------------------------------------	-------------------------------------------------------------------------------------------------------------