

Internship Title: HIV Prevention Internship			
Internship Location: Remote: Via Microsoft Team and Outlook		Preceptor Name and Title: Gilberto Perez, Program Specialist Samuel Goings, HIV Prevention Manager	
Brief Description			
<p>The HIV Prevention Program is looking for a student intern with strong communication skills to develop a communication strategy (e.g., email newsletter, bi-monthly one-pager, electronic bulletin board, etc.,) to effectively disseminate information, internally and to our HIV Prevention contractors across the State of Texas. The intern will work with program staff to create, review, and update communication materials and will help determine ways to deliver information in a consistent and effective manner. By the end of the internship, the intern will have gained experience and exposure to:</p> <ol style="list-style-type: none"> 1. Knowledge of federal and state requirements specific to the HIV Prevention Program 2. Developing effective communication strategies between governmental and non-governmental public health professionals 3. Health theories used in real-world health programs 			
Approximate Total Weekly Hours: 15-25 (negotiable)	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: TB/HIV/STD Section	Program: HIV Prevention

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Health Communication	<input checked="" type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Research	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Prevention, Infectious Disease	

Internship Details

Intern Activities
<ul style="list-style-type: none"> • Expand personal knowledge of HIV • Contribute ideas, strategies, digital communication skills to program specific initiatives • Assist HIV prevention group with day-to-day tasks

- Assist in the development of program policies and procedures (POPS)
- Perform all other duties as assigned

Intern Deliverables

- Establish a communication platform for our HIV prevention contractors
- Click or tap here to enter text.
- Click or tap here to enter text.

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 Graduate or Upper-Division Undergraduate (Junior/Senior)
Preferred	Any other skills required (soft or technical) <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Able to manage highly confidential information according to agency policy and HIPPA guidelines
	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 checked="" type="checkbox"/> Outlook <input checked="" type="checkbox"/> Teams
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications Adobe, Canva, or other graphic design/communication platforms
Academic Level Click or tap here to enter text.	
Any other skills required (soft or technical)	

	<ul style="list-style-type: none"> • Coursework in social and behavioral sciences, health promotion, infectious diseases, or public health • Understanding of HIV and STI and how they affect or influence health outcomes
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Application Instructions

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

<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Letter of Interest	<input checked="" type="checkbox"/> Letter of recommendation Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input checked="" type="checkbox"/> Resume/CV	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.

Contact Information

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