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| <b>Internship Title:</b><br>Project Management Intern   |  |   |   |
| <b>Internship Location:</b><br><b>Virtual, with the option of occasional hybrid work</b>  |  | <b>Preceptor Name and Title:</b><br>Colleen Christensen Couch         |   |
| <b>Brief Description</b>  |  |   |   |
| <p>The intern will perform activities to support the management of Office of Public Health Policy, including operations, policy, and project management. The intern will work with the Office of Public Health Policy to (OBJECTIVE 1) learn important components of project management and planning skills including developing and maintaining protocols and processes. The intern will also (OBJECTIVE 2) work with Project Managers to facilitate tracking of project milestones and deadlines across the office. The intern will also gain experience in (OBJECTIVE 3) organizing project close-out including linking documents and assisting with archiving documentation. The intern will also (OBJECTIVE 4) assist in gathering information to map business processes and recommendations to solutions. This internship is a great opportunity to learn about project management in the context of health disparities, community engagement, and systems thinking approaches.</p> |  |   |   |
| <b>Approximate Total Weekly Hours:</b><br><b>10-20</b>  | <b>Paid:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <b>DSHS Division:</b><br>Center for Public Health Policy and Practice | <b>Program:</b><br>Office of Public Health Policy |

**Disciplines of Public Health**

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

**Internship Details**

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| <b>Intern Activities</b>   |
| <ul style="list-style-type: none"> <li>Assist in the development and completion of processes and procedures related to the Office of Public Health Policy.</li> <li>Review grant management documents and conduct quality assessment checks, ensuring all information is correct and up-to-date.</li> <li>Contribute to the development and maintenance of document organization tools, such as a document directory and/or processes and procedure list.</li> </ul> |

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## Intern Deliverables

- Complete quality assurance check on grant management documents.
- Complete updates to a finalized, linked document management tool.
- Develop and complete process and procedure documents as needs are identified.

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"> <li><input checked="" type="checkbox"/> Word</li> <li><input checked="" type="checkbox"/> Excel</li> <li><input checked="" type="checkbox"/> PowerPoint</li> </ul> |
|           | <input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)  |
|           | <input type="checkbox"/> Tableau or similar applications  |
|           | <input type="checkbox"/> Other software applications  |
|           | Academic Level<br>Bachelors student with education in public health, public policy, health sciences, or related field.  |
|           | Any other skills required (soft or technical)<br>Strong verbal and written communication; Ability to work on a team and independently; Ability to meet deadlines  |
| Preferred | Skill   |
|           | <input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Word</li> <li><input checked="" type="checkbox"/> Excel</li> <li><input checked="" type="checkbox"/> PowerPoint</li> </ul> |
|           | <input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)  |
|           | <input type="checkbox"/> Tableau or similar applications  |
|           | <input type="checkbox"/> Other software applications<br>Click or tap here to enter text.  |
|           | Academic Level<br>Masters   |
|           | Any other skills required (soft or technical)<br>Click or tap here to enter text.   |

## Application Instructions

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

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

### Contact Information

|                                     |   |
|-------------------------------------|---|
| <b>Contact Name and Information</b> | Name: Craig Gilden<br>Credentials: MEd<br>Title: Education Coordinator<br>Email: internships@dshs.texas.gov |
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