

Internship Title: Project Management Quality Assurance Intern			
Internship Location: In-person or Hybrid in Austin, TX		Preceptor Name and Title: Joey Joseph & Aelia Akhtar	
Brief Description Include minimum of 3 learning objectives			
<p>The intern will perform activities to support the Community Conversations on Health grant, a grant from the CDC to work with communities facing health disparities across Texas to understand community needs and priorities, build cross-sector partnerships, and leverage community resources and expertise to co-create solutions or interventions to reduce health disparities. The intern will apply the quality assurance principles of measuring and evaluating the reliability of office operating processes and procedures, including the department's Document Directory, Standard Operating Procedures, and Processes List, to improve Office of Public Health Policy operations. The intern will identify relevant Office of Public Health Policy and Community Conversations on Health grant stakeholders and gather their feedback on functionality, necessity, engagement, and areas of improvement for internal documents and policies. The intern will work collaboratively with our project management team to form solutions and improve documents, policies, and processes for more efficient, high-impact use. This internship is a great opportunity to learn about systems thinking, grant management, and mission-centered approaches to quality assurance.</p>			
Approximate Total Weekly Hours: 15-20	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Office of Public Health Policy	Program: Community Conversations on Health

Disciplines of Public Health (Check all that apply)

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input checked="" 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 checked="" type="checkbox"/> Program Evaluation
<input checked="" type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Project management	

Internship Details

Intern Activities What will the intern do during their internship? Use verbs to describe activities.
<ul style="list-style-type: none"> • Manage a quality assurance/quality control project • Lead stakeholder meetings • Provide regular updates to the leadership team • Work with project management to develop solutions

Intern Deliverables (at least one)

What will the intern produce or complete at the end of the internship?

- Catalog resources update and in-use versus resources needing to be archived.

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

Please check the box for each skill that you would require or prefer the candidate to have. Please add skills not listed under 'any other skills required/preferred'

Required	Skill (check all that apply)
	<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 checked="" type="checkbox"/> Other software applications
	Academic Level Masters student; Bachelors student with education in public health, public policy, business, or related field.
	Any other skills required (soft or technical) Click or tap here to enter text.
Preferred	Skill (check all that apply)
	<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 checked="" type="checkbox"/> Other software applications Experience using MS Teams, SharePoint, Smartsheet, or other project management software preferred
	Academic Level Bachelors
	Any other skills required (soft or technical) Experience in survey management preferred

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 type="checkbox"/> Two letters of recommendation
---	---	---

		Instructions: Letters from current or former supervisors or faculty members (in lieu of reference checks).
<input checked="" type="checkbox"/> Resume	<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
-------------------------------------	---