

Internship Title: DSHS Privacy Office, Policy Intern		Preceptor Name, Title: Diana San Miguel, DSHS Privacy Officer	
Location (City/Region): Austin	Division, Program: Office of Compliance and Accountability, DSHS Privacy Office		In Person: <input type="checkbox"/> None <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
DSHS privacy policy intern will research privacy policies, rules, and procedures. Review and provide input on HHS privacy policies and procedures; and provide the DSHS Privacy office with input on any changes necessary to ensure privacy compliance by DSHS employees and staff.			
Hours/Week: <input type="checkbox"/> 5 – 10 <input type="checkbox"/> 10 – 15 <input checked="" type="checkbox"/> 15 – 20 <input type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

<input checked="" type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Communication/Marketing	<input checked="" type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input type="checkbox"/>
<input checked="" type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Privacy rules/policy	

Internship Details

Intern Activities
<ul style="list-style-type: none"> Research privacy frameworks, guidelines, and standards Define privacy office standards and controls Coordinate with HHS Privacy Office, programs, and other partners
Intern Deliverables
<ul style="list-style-type: none"> Identify and draft agency privacy policies Review, edit and finalize agency forms Propose solutions to privacy risks

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 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
	Academic Level Undergraduate or graduate level
	Any other skills required (soft or technical) Policy development, statistical research skills
Preferred	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 checked="" type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications Visio, time management software
	Academic Level Undergraduate or graduate
	Any other skills required (soft or technical) Time management, project management, IT or cybersecurity training

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"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

Contact Information

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