



Internship Title:

Data Analytics & Visualization Assistant

Internship Location: (Please also indicate if the internship is offered In-Person only, Virtual only, or either In-Person or Virtual)
Virtual with in-person opportunities (Austin)

Preceptor Name and Title:

Andrew George, Project
Manager

Brief Description

Include minimum of 3 learning objectives

The Process Improvement (PI) Unit is a team within the DSHS Chief of Staff Office, in the Center for System Coordination and Innovation. The PI Unit is the DSHS resource for process improvement projects and agencywide strategic planning. The PI Unit drives continuous improvement of the organization by combining innovative management strategies and proven project management techniques to support efficient operations of services provided by the agency. The Data Analytics & Visualization Assistant intern will assist the PI Unit in assessing available project related data and developing charts, graphs, and other data visualization to communicate project results. At the end of the internship, the intern will be able to: (1) Explain role of quantitative & qualitative methods to assess and describe impacts of process improvement projects; (2) List and demonstrate different methods and tools used to analyze and visualize project related data; (3) Identify key data points or performance indicators that can be used to gauge project performance or success; and, (4) Interpret and communicate the results of analysis to ensure the effective application of data visualization methods.

**Approximate Total
Weekly Hours:**
12-15

Paid:

☐ Yes
☒ No

DSHS Division:
Chief of Staff

Program:

Process Improvement Unit,
Center for System
Coordination and
Innovation

Disciplines of Public Health (Check all that apply)

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

Internship Details

Intern Activities

What will the intern do during their internship? Use verbs to describe activities.

- Gather and/or assess available project related data. This data could be quantitative or qualitative data.

- Practice creating reports and visualizations using available data using Microsoft Excel, Microsoft Power BI, and/or another DSHS-approved tool/software.
- Determine data points or key performance indicators for current projects that could measure project performance or success.
- Learn project progress and performance tracking methods and develop a project progress/performance tracking tool(s) for one or more PI projects.
- Support creation of a project intake process for the PI unit.
- Learn about key project management skills and techniques by assisting on additional opportunities as they arise.

Intern Deliverables (at least one)

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

- A project evaluation proposal for a past or current project that describes data points and/or key performance indicators to measure project outcomes and impact.
- A tracking tool that includes visual aids for tracking project progress and/or project performance for a PI project.
- A project report template that incorporates data visualizations.

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 (check all that apply)
	<input checked="" type="checkbox"/> Microsoft Office: <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: Microsoft Power BI
	Academic Level Undergraduate or Graduate
	Any other skills required (soft or technical): Experience with public speaking and formal writing. Intermediate experience with data analysis, statistics, and/or epidemiology.
Preferred	Skill (check all that apply)
	<input type="checkbox"/> Microsoft Office: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input 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 Microsoft Power Automate, Microsoft Power Apps, Microsoft SharePoint, Microsoft Publisher
	Academic Level Undergraduate or Graduate
	Any other skills required (soft or technical) TECHNICAL SKILLS--School work and/or experience in data analytics, statistics, public health, business administration, epidemiology, communications, graphic design, journalism and/or media (newspaper, photography, videography), and/or RTF (radio-television-film). Experience leading a school or non-school project. Experience working with or leading teams or groups. Experience creating or distributing formal reports or communications for a school audience or for the public, e.g. blog, paper or online articles, social media, videos, high school/college newspaper, research article, etc. SOFT SKILLS--Communication, professionalism, leadership, enthusiasm, honesty, problem-solving, time management, team work, creative thinking, humor.

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"/> Two letters of recommendation 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 checked="" type="checkbox"/> Other documents: Writing sample of a report, presentation, or any other product with charts, graphs, or any other data presented in a visual format.

Contact Information

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