

Internship Title: Web Administration Intern		Preceptor Name, Title: Sebastian Maldonado, Web Administrator IV	
Location (City/Region): Austin, TX	Division, Program: Division for Regional and Local Health Operations (RLHO)		In Person: <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
Supports activities related to the design, development, and maintenance of websites for the Division for Regional and Local Health Operations (RLHO).			
Hours/Week: <input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input checked="" type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

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

Internship Details

Intern Activities
<ul style="list-style-type: none"> Revise web content to meet policies and standards related (but not limited) to accessibility, plain language and branding. Coordinate with staff to identify and resolve issues with the website. Support initiatives to enhance the user experience of the website.
Intern Deliverables
<ul style="list-style-type: none"> Revised web content that conforms with policies and standards. Creative assets, website page(s) and/or website(s) to support program initiatives.

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 Click or tap here to enter text.
Any other skills required (soft or technical)	
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input 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 checked="" type="checkbox"/> Other software applications Content/Website Management Systems (e.g. Drupal, WordPress, etc.), Adobe Creative Cloud
	Academic Level Click or tap here to enter text.
Any other skills required (soft or technical) Website design, graphic design, writing for public	

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