

Internship Title: Analytics and Information Management Data Hub Intern			
Internship Location: Virtual, with the option to come into the Austin office		Preceptor Name and Title: Kristen Sanchez, Research Specialist III	
Brief Description Include minimum of 3 learning objectives			
The Analytics and Information Management (AIM) team data hub intern will work within the Regional and Local Health Operations (RLHO) division to assist with updating and maintaining the AIM Data Hub. The AIM Data Hub is a centralized resource housing open-access data for regional stakeholders to readily access. Interns will gain experience in data management and analysis, create detailed standard operating procedure (SOP) documents to guide future data updates, update corresponding dashboards with the latest available data, and communicate project findings in verbal and written formats.			
Approximate Total Weekly Hours: 15-25	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Regional and Local Health Operations	Program: Office of the Associate Commissioner

Disciplines of Public Health (Check all that apply)

<input checked="" type="checkbox"/> Biostatistics/Data Analytics	<input checked="" type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input 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 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.
<ul style="list-style-type: none"> • Gain experience in data management and analysis • Become familiar with data processing and variable documentation for large datasets • Create and develop detailed SOP documents to guide future data updates • Utilize statistical software (ex: SAS) to transform and prepare datasets for analysis and visualization • Update dashboards to reflect the latest available data
Intern Deliverables (at least one) What will the intern produce or complete at the end of the internship?
<ul style="list-style-type: none"> • Create and develop detailed SOP documents

- Edit and develop statistical software code (ex: SAS) to process and clean large datasets
- Present final products to the Analytics and Information Management team

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 checked="" type="checkbox"/> Statistical Analysis applications (SAS, SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Currently enrolled full-time or part-time student of an accredited university or college; or recent graduate with Bachelor’s or Master’s Degree in Public Health, Data Science, or other relevant coursework
Any other skills required (soft or technical) Click or tap here to enter text.	
Preferred	Skill (check all that apply)
	<input type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications ArcGIS Software (ArcMap, ArcGIS Pro, and/or ArcGIS Online)

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 supervisor or faculty members (in lieu of reference checks).
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<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.
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Contact Information

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