

Internship Title: Case Management and Investigation System (CMIS) Training Intern		Preceptor Name, Title: Brenna Holman, M. Ed	
Location (City/Region): Austin, TX	Division, Program: Regional and Local Health Operations (RLHO)/Analytics and Information Management (AIM) Unit/RLHO Information Systems (RIS) Group		In Person: <input type="checkbox"/> None <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
As CMIS Training intern, your responsibilities will include collaborating on course design, developing engaging learning content, and assisting the E-Learning Developer with technology implementation to create effective online learning experiences for users of the electronic health record, CMIS. CMIS is complex, containing confidential health information for over 200,000 people receiving services (>16,000 clients served since implementation in July 2024). CMIS is used by more than 600 licensed users in 19 system-based worker roles who work in 10 different public health programs.			
Hours/Week: <input type="checkbox"/> 5 – 10 <input checked="" type="checkbox"/> 10 – 15 <input type="checkbox"/> 15 – 20 <input type="checkbox"/> Variable		Preferred Academic Level: <input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Masters <input type="checkbox"/> No Preference	

Disciplines

<input type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input 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: Training	

Internship Details

Intern Activities
<ul style="list-style-type: none"> Creating and updating training modules Assisting in testing e-learning modules to ensure content accuracy, functionality, and user experience Producing engaging and visually appealing educational materials
<ul style="list-style-type: none"> Supporting E-Learning Developer in various tasks to support accessibility requirements

Intern Deliverables

- Creation of at least two training materials – one online training and one training guide.
- Final report and presentation.
- [Click or tap here to enter text.](#)

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: <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.
Preferred	Any other skills required (soft or technical) Click or tap here to enter text.
	Skill
	<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 type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications E-Learning tools, including Captivate and/or Camtasia
Academic Level Click or tap here to enter text.	
	Any other skills required (soft or technical) Click or tap here to enter text.

Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey 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 for Inquiries

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