

Internship Title:

Disaster Preparedness Intern - Retail Food Operator Contact Information Project

Internship Location:

In-Person and Virtual

Preceptor Name and Title:

Becky Henry, REHS/RS Program
Manager

Brief Description

The Retail Food Operator Contact Information Project focuses on compiling accurate and up-to-date contact details of owners associated with retail food facilities. The primary objective is to establish a comprehensive database containing point of contact names, owner phone numbers, and email addresses for each facility. This information will facilitate rapid communication during emergencies, enabling timely dissemination of critical updates, directives, and support resources.

**Approximate Total
Weekly Hours:**
20

Paid:

☐ Yes

☒ No

DSHS Division:

Region 6-5s

Program:

Environmental Health

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Health Communication	<input type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input checked="" type="checkbox"/> Environmental Health	<input 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

- Identify Retail Food Operators within our region.
- Gather existing facility phone numbers from available records.
- Conduct outreach to obtain missing owner contact information (point of contact name, phone number, email address).
- Validate collected information for accuracy and completeness.
- Document obtained details in a structured database format for easy access and reference.

Intern Deliverables

- Maintain records of communication efforts and outcomes for transparency and future reference.
- Regularly update the database to reflect any changes in contact information or facility status.
- Establishment of a comprehensive database containing owner contact information for Retail Food Operators.

- Strengthened partnerships with Retail Food Operators and other relevant stakeholders.

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 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 Undergrad or Graduate
Any other skills required (soft or technical) Click or tap here to enter text.	
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 checked="" type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.
	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 submit the following items to the contact below:

<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Letter of Interest	<input checked="" 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 type="checkbox"/> Other documents: Click or tap here to enter text.

Contact Information

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