



Internship Description

Office of Practice and Learning

DSHS Internships

Please complete the below template, using comments as guidance.

Internship Title: Data Analytics Internship - Hybrid		Division, Program: Program Operations	
Location (City/Region) Central Region		Preceptor Name, Title:	
Street address		Name and title 1 Ann Duncan (Director)	
City, TX Austin		Name and title 2 Lauren Carter (Manager)	
This role can be either virtual or hybrid.		Name and title 3 Olivia Harrell	
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 checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Masters <input type="checkbox"/> No Preference	
In Person: <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully			
Brief description:			
The mission of the Fiscal Monitoring Unit (FMU) is to promote good stewardship of public resources by helping grantees comply with their contracts and ensuring agency compliance with State and Federal requirements for fiscal monitoring of grantees.			

Disciplines

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

Internship Details

Intern Activities

1. Utilize data analytics software to identify trends in financial data
2. Recommend procedures to be incorporated in fiscal compliance reviews
3. Gain knowledge of audit testing procedures and sampling methods
4. Summarize results and report to Fiscal Monitoring Unit Director

Intern Deliveries

1. Report and power point presentation for FMU Leadership
- 2.
- 3.
- 4.

Applicant Qualifications

Required Skills

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	
<input type="checkbox"/> Academic Level:	
<input type="checkbox"/> No requirement	
<input type="checkbox"/> Any other skills required (soft or technical)	

Preferred Skills

Skill	
<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 (SPSS, STATA, etc.)
<input type="checkbox"/>	Tableau or similar applications
<input type="checkbox"/>	Other software applications <input type="text"/>
<input type="checkbox"/>	Academic Level: <input type="text"/>
<input type="checkbox"/>	No requirement
<input type="checkbox"/>	Any other skills required (soft or technical)
<input type="text"/>	

Application Instructions

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

- Survey Monkey Application
- Letter of Interest
- Resume
- Writing Sample
- Other documents

Contact Information for Inquiries

Contact Name and Information

Name:

Credentials:

Title:

Email address: