

Internship/Practicum Title					
Data Analytics Internship - Hybrid		Preceptor Name and Title: Ann H. Duncan, CPA, MPA, CTCM Director, Fiscal Monitoring Unit			
Brief Description Include purpose and goals					
Analyze financial information submitted by Grantees during fiscal compliance reviews. Work with data analytics software to develop standard testing procedures to identify areas of risk. Summarize and present data in tables & graphs for management use.					
Semester: Ongoing	Year: 2022	Length: 1 Semester	Total Weekly Hours: 15-25 (negotiable)	Paid: Unpaid	Travel Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DSHS Division: Program Operations	Program: Fiscal Monitoring Unit		Region: Central Office	Internship Location: Remote	

Population Focus: All Texas residents

Functional Focus: Program Development; Manual Development; Health Information Technology; Public Health Finance

Dimensions of Public Health: Communicable Diseases; Chronic Disease; Prevention-Health Promotion

DSHS Host Program Summary

Enter a brief narrative description of the mission, purpose and functions of the Host Program area within which the Internship is operated.

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.

Internship Details

Learning Objectives (minimum of 3)

What do you expect the student to learn upon completion of a successful internship?

- Develop skill in standardizing financial data from various organizations (Non-Profit and Governmental entities)
- Gain experience in identifying financial risk factors
- Gain knowledge of audit testing procedures and sampling methods

<ul style="list-style-type: none"> Engage in collaborative teamwork with Senior Analysts Gain experience in developing a management report with recommendations
Intern Activities What will the intern do during their internship? Use verbs to describe activities.
<ul style="list-style-type: none"> Utilize data analytics software to identify trends in financial data Recommend procedures to be incorporated in fiscal compliance reviews Develop midterm and final power point presentations for FMU staff Coordinate with Senior Analysts for pilot project to add data analytic procedures to fiscal compliance reviews Summarize results and report to Fiscal Monitoring Unit Director
Intern Deliverables (at least one) What will the intern produce or complete at the end of the internship?
Report and power point presentation for FMU Leadership
Relevant Statutes or Policies What statutes, laws, regulations, or policies are at the basis of the internship?
Federal Uniform Grant Guidance and State of Texas Uniform Grant Management Standards

Applicant Qualifications

Required	Skill (check all that apply)	Proficiency (check one for each app.)
	<input checked="" type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	Academic level and/or degree or field/discipline Undergraduate upper division or Graduate student Other required qualifications (list below) <ul style="list-style-type: none"> • • • • 	
Preferred	Skill (check all that apply)	Proficiency (check one for each app.)
	<input checked="" type="checkbox"/> Microsoft Office: <input type="checkbox"/> Word <input checked="" type="checkbox"/> Excel	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced

	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input checked="" type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.):	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	Academic level, degree and/or field Accounting or Finance Majors	

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 [BR applicants only]	<input type="checkbox"/> Two letters of recommendation Instructions: 1 letter from current or former supervisor if applicable and/or 1 or both letters from faculty members (in lieu of reference checks).
<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents:

Contact Information

Contact Name and Information	Olivia Harrell Title: Staff Services Officer Email: olivia.harrell@dshs.texas.gov Phone: 512-776-6192
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