



# Internship Description

## Office of Practice and Learning DSHS Internships

Please complete the below template, using comments as guidance.

<b>Internship Title:</b> Financial Analyst Internship - Hybrid		<b>Division, Program:</b> Program Operations	
<b>Location (City/Region)</b> Central Region		<b>Preceptor Name, Title:</b>	
<b>Street address</b>		Name and title 1 Ann Duncan (Director)	
<b>City, TX</b> Austin		Name and title 2 Lauren Carter (Manager)	
This role can be either virtual or hybrid.		Name and title 3 Olivia Harrell	
<b>Hours/Week:</b>		<b>Preferred Academic Level:</b>	
<input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input checked="" type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable		<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Masters <input type="checkbox"/> No Preference	
<b>In Person:</b>			
<input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully			
<b>Brief description:</b>			
This position will research regulations specific to the fiscal aspects of the sub-recipient grant monitoring program as it is implemented in the State of Texas. The information will be used to update and expand fiscal review policies, procedures, training materials and templates.			

### 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 checked="" type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Professional development quality management	

# Internship Details

## Intern Activities

1. Research federal and state fiscal requirements specific to grants (income, matching, costs)
2. Synthesize federal and state regulations and requirements into presentations
3. Develop training manuals for internal use by FMU staff.
4. Create Powerpoint presentations based on training manuals.

## Intern Deliveries

1. Updated sections and/or appendices for the Unit's Policies and Procedures
2. training materials on specific topics and content for the unit's webpage
- 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 checked="" type="checkbox"/> Any other skills required (soft or technical)	
Experience with accounting courses and fundamentals of financial management	

## 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)
Experience with accounting courses and fundamentals of financial management	

## 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:**