Internship Description

Office of Practice and Learning
DSHS Internships

Please complete the below template, using comments as guidance.

Internship Title:	**Division, Program:**
Web Administration Intern	Division for Regional and Local Health Operations

Location (City/Region) R7

Street address

City, TX Austin, TX

This role can be either virtual or hybrid.

Preceptor Name, Title:

Name and title 1 Sebastian Maldonado

Name and title 2 Web Administrator IV

Name and title 3

Hours/Week:	**Preferred Academic Level:**	**In Person:**
☐ 5 - 10	☐ Undergraduate	✔ None
☐ 10 - 15	☐ Masters	☐ Occasionally
✔ 15 - 20	✔ No Preference	☐ Frequently
✔ Variable		☐ Fully

Brief description:

Supports activities related to the design, development, and maintenance of websites for the Division for Regional and Local Health Operations (RLHO).

Disciplines

☐ Research/Data Analytics	☐ Epidemiology	☐ Health Promotion
✔ Communication/Marketing	☐ Program Evaluation	☐ Health Administration
☐ Environmental Health	☐ Biostatistics	✔ Other Information mgmt
☐ Policy Analysis and Development	☐ Other: Professional development quality management	

Internship Details

Intern Activities

1. Revise web content to meet policies and standards (accessibility, branding, plain language)
2. Coordinate with staff to identify and resolve issues with the website.
3. Support initiatives to enhance the user experience of the website.
4.

Intern Deliveries

1. Revised web content that conforms with policies and standards.
2. Creative assets, website page(s) and/or website(s) to support program initiatives.
3. Present on intern activities during end of semester internship showcase
4.

Applicant Qualifications

Required Skills

Skill
☑ Microsoft Office
☑ Word
☑ Excel
☑ PowerPoint
☐ Statistical Analysis applications (SPSS, STATA, etc.)
☐ Tableau or similar applications
☐ Other software applications
☐ Academic Level:
☑ No requirement
☐ Any other skills required (soft or technical)
Content/Website management systems (preferred)

Preferred Skills

Skill
☑ Microsoft Office
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☐ Statistical Analysis applications (SPSS, STATA, etc.)
☐ Tableau or similar applications
☑ Other software applications   Drupal, WordPress, Adobe Creative Cloud
☐ Academic Level: ☑ No requirement
☑ Any other skills required (soft or technical)
Content/Website management systems (preferred)

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: Shannon Sullivan

Credentials: MSSW, MPH, RD, LD

Title: Internship Coordinator

Email address: internships@dshs.texas.gov