



Internship Description

Office of Practice and Learning

DSHS Internships

Please complete the below template, using comments as guidance.

Internship Title: Public Health Comm. and Development Intern		Division, Program: TCID	
Location (City/Region) R8		Preceptor Name, Title:	
Street address 2303 SE Military		Name and title 1 Jackson Smith	
City, TX San Antonio TX 78223		Name and title 2 Patient Outreach Specialist	
This role can be either virtual or hybrid.		Name and title 3	
Hours/Week:		Preferred Academic Level:	
<input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input checked="" type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	
In Person:			
<input type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Fully			
Brief description:			
<p>The Comms & Development Intern will work with the Community Relations team to develop the 501c3 Volunteer Services Council (VSC) utilizing marketing and communication skills, the development of a VSC website, and the development of a marketing strategy for volunteer recruitment/engagement. The intern will have the opportunity to gain skills in the following areas: Communication with internal and external audiences, program development, and digital marketing. This internship is a great opportunity to learn about Tuberculosis, health disparities within the patient population, and marketing/communication for newly developed 501c3s.</p>			

Disciplines

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

Internship Details

Intern Activities

1. Assist with planning, writing, and distributing e-blasts to VSC contacts and volunteers
2. Collaborate with staff on new ideas, directions and tools for marketing and communications
3. Design presentations, flyers, and other communication resources to share with TCID groups
4. Create graphics for internal/external audiences; attend patient and staff events

Intern Deliveries

1. Marketing and communication materials
2. Eblast templates and distribution
3. Present on intern activities during end of semester internship showcase
- 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 checked="" type="checkbox"/> Other software applications	Canva, Microsoft publisher, graphic design software
<input type="checkbox"/> Academic Level:	
<input type="checkbox"/> No requirement	
<input checked="" type="checkbox"/> Any other skills required (soft or technical)	
Experience with graphics creation, strong verbal/written communication skills	

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 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 graphics creation, strong verbal/written communication skills	

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: