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| Internship Title: Office of Practice and Learning, Grand Rounds Intern | | | |
| Internship Location: Virtual | | Preceptor Name and Title: Sheila Patterson, Project Manager | |
| Brief Description | | | |
| <p>The Office of Practice and Learning Intern will work to build out and provide ongoing updates to the Grand Rounds website. There will be an opportunity to work with a Project Plan and create monthly deliverables critical to hosting the monthly DSHS Grand Rounds. The intern will have the opportunity to gain skills in the following areas:</p> <ul style="list-style-type: none"> -Project Management skills -Continuing Education skills -Operational skills | | | |
| Approximate Total Weekly Hours: 15-20 hrs./negotiable | Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | DSHS Division: Office of Practice and Learning | Program: Grand Rounds |

Disciplines of Public Health

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| <input type="checkbox"/> Biostatistics/Data Analytics | <input type="checkbox"/> Epidemiology | <input checked="" type="checkbox"/> Health Promotion |
| <input checked="" type="checkbox"/> Health Communication | <input checked="" type="checkbox"/> Program Planning | <input type="checkbox"/> Health Administration |
| <input type="checkbox"/> Environmental Health | <input checked="" type="checkbox"/> Research | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Policy Analysis and Development | <input type="checkbox"/> Other: Click or tap here to enter text. | |

Internship Details

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| Intern Activities |
| <ul style="list-style-type: none"> • Assist in maintaining updated project plan • Assist in maintaining website for calendar, upcoming events, etc. • Assist in creating a monthly flyer • Assist in creating an evaluation survey • Assist in collecting, reviewing and working with Continuing Education to provide CE's for Grand Rounds- operationally |
| Intern Deliverables |
| <ul style="list-style-type: none"> • Assist in and learn about GoToWebinar administrative tasks • Assist in creating a process document/training for updating webpages |

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

Applicant Qualifications

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| Required | Skill |
| | <input 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 |
| | Academic Level Undergraduate or graduate |
| Any other skills required (soft or technical) Ability to work independently and remotely with deliverables | |
| Preferred | Skill |
| | <input type="checkbox"/> Microsoft Office: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input 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 Click or tap here to enter text. |
| | Academic Level Click or tap here to enter text. |
| Any other skills required (soft or technical) Click or tap here to enter text. | |

Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

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| <input checked="" type="checkbox"/> Application | <input type="checkbox"/> Letter of Interest | <input type="checkbox"/> Two letters of recommendation Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks). |
| <input checked="" type="checkbox"/> Resume | <input type="checkbox"/> Writing Sample | <input type="checkbox"/> Other documents: Click or tap here to enter text. |

Contact Information

Contact Name and Information

Name: Craig Gilden
Credentials: MEd
Title: Education Coordinator
Email: internships@dshs.texas.gov