



Internship Title: Healthcare Safety Conference Intern		Preceptor Name, Title: Lauren Wheat, Program Specialist III; Connie Valenzuela, Training Team Lead	
Location (City/Region): Austin, TX	Division, Program: Office of the Chief State Epidemiologist, Healthcare Safety Unit		In Person: <input type="checkbox"/> None <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
Under the supervision of the Healthcare Safety Unit Training Team, the intern will contribute to the Healthcare Safety Unit’s annual conference planning and execution. This includes but is not limited to coordinating conference volunteers and moderators, as well as various other responsibilities. Position will work remotely but is expected to be in-person, in Austin, TX July 22 and 23rd for the conference.			
Hours/Week: <input type="checkbox"/> 5 – 10 <input checked="" type="checkbox"/> 10 – 15 <input type="checkbox"/> 15 - 20 <input type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

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

Internship Details

Intern Activities
<ul style="list-style-type: none"> • Coordinate volunteer assignments and duties- this includes but is not limited to identifying volunteer roles needed for a successful conference, separating in-person and virtual responsibilities, ensuring responsibilities are evenly distributed, emailing volunteers, creating backup plans as needed, etc. • Create moderator scripts and coordinate assignments- this includes but is not limited to collecting/editing biographical speaker information, ensuring compliance with DSHS Continuing Education Office, detailing time-relevant instructions (lunch, breaks, end of day) in scripts, ensuring responsibilities are evenly distributed, emailing moderators, creating backup plans as needed, etc. • Assist with other Healthcare Safety Conference planning and tasks, as needed.

Intern Deliverables

- A system (Excel workbook or alternate application) to track volunteers and associated responsibilities.
- A system (Excel workbook or alternate application) to track moderator scripts and associated responsibilities.

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

Required	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <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 Click or tap here to enter text.
Any other skills required (soft or technical) Detail oriented and self-motivated, excellent organizational skills, excellent email etiquette.	
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <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) Previous event planning experience.	

Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey Application	<input checked="" type="checkbox"/> Letter of Interest	<input type="checkbox"/> Other documents: Click or tap here to enter text.
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<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	
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Contact Information for Inquiries

Contact Name and Information	Name: Craig Gildea Credentials: MEd Title: Education Coordinator Email: internships@dshs.texas.gov
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