

Internship Title: Information Technology (IT) Intern		Preceptor Name, Title: Rhyne Perkins	
Location (City/Region): 1100 W 49th St, Austin, TX 78756	Division, Program: Community Health Improvement Division (CHI), Maternal and Child Health (MCH) Section		In Person: <input type="checkbox"/> None <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
The IT Intern will function as a liaison to assist Department of State Health Services (DSHS) MCH in bridging the gap between MCH Operations and other business units. The intern will work closely with unit, section and division staff, vendors and teams to ensure smooth communication, facilitate technology implementation, and help troubleshoot issues. This role offers the opportunity to gain experience in IT project coordination, systems analysis, and understanding how IT aligns with business needs and data modernization efforts.			
Hours/Week: <input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

<input checked="" type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input 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"/>
<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

Internship Details

Intern Activities
<ul style="list-style-type: none"> • Serve as a liaison between IT and other business units to resolve technical issues and ensure successful technology deployment. • Assist in coordinating projects, including tracking progress and timelines. • Work on communication strategies to improve IT service delivery and user satisfaction..
Intern Deliverables
<ul style="list-style-type: none"> • Weekly reports summarizing IT issues and resolutions. • Documentation of IT system improvements and project updates. • Attendance at meetings.

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 type="checkbox"/> Word <input checked="" 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
	Academic Level Click or tap here to enter text.
Any other skills required (soft or technical) Click or tap here to enter text.	
Preferred	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 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:

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

Contact Information

Contact Name and Information

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