

Internship Title: Public Health Workforce Training Center (2 positions)			
Internship Location: Virtual		Preceptor Name and Title: Sheila Patterson, Project Manager	
Brief Description			
<p>The Public Health Workforce Development Training Center Intern will work with the Office of Practice and Learning to build out and update a master catalog of trainings to upload to a Learning Management System site or SharePoint, work with Subject Matter Experts (SMEs) and Focus groups in Regional Health Departments (RHDs) to create trainings specific for the identified area needs. The intern will have the opportunity to gain skills in the following areas:</p> <ul style="list-style-type: none"> -focus groups -communication skills -training skills -Learning Management System skills or SharePoint 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: Workforce Development Training Center

Disciplines of Public Health

<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

Intern Activities
<ul style="list-style-type: none"> • Assist in uploading trainings to Learning Management System or SharePoint • Assist in Public Health workforce course development/skills/scope • Work with focus groups to create targeted trainings for DSHS staff • Identify and map Public Health Core Competencies to trainings • Identify and map objectives for learning
Intern Deliverables

- Continue to build out a Learning Management site or SharePoint to house trainings identified and created for DSHS staff
- Update webpages utilizing Drupal platform- you will have training available to you

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 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:

<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).
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<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.
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Contact Information

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