



# Form 1: Internship Description

Office of Practice and Learning  
DSHS Internships

<b>Internship Title:</b> Communications Intern – University Engagement			
<b>Internship Location (Please also indicate if the internship is offered In-Person only, Virtual only, or either In-Person or Virtual):</b> Austin (Internship can be done remotely)		<b>Preceptor Name and Title:</b> Craig Gilden Education Coordinator	
<b>Brief Description</b> Include minimum of 3 learning objectives			
<p>The intern will work on tasks related to developing programs and materials that connect DSHS with university students in Texas. Potential tasks may include, researching and creating a database of relevant university faculty, staff and student organizations; using graphic design software to create marketing material and event invitations; writing and compiling content for website as well as pitching stories to university communications departments; representing the DSHS internship program through public speaking in both internal and external settings; use SurveyMonkey to create relevant assessments and assist in the development and promotion of health career exploration programming.</p> <p>The intern will have the opportunity to gain:</p> <ul style="list-style-type: none"> <li>- Marketing and outreach strategies in an educational environment</li> <li>- Creation of flyers, graphics and event invitations to add to their portfolio</li> <li>- An understanding of Texas higher education structures and institutions</li> <li>- Knowledge of public health generally and the role DSHS plays in the state of Texas</li> </ul>			
<b>Approximate Total Weekly Hours:</b> 10 - 20	<b>Paid:</b> Unpaid	<b>DSHS Division:</b> Office of Practice and Learning	<b>Program:</b> Internships/University Engagement

**Population Focus** (Check all that apply)

<input type="checkbox"/> Infant/Newborn	<input type="checkbox"/> Adolescent	<input type="checkbox"/> Children and Youth with Special Healthcare Needs	<input type="checkbox"/> Adults
<input type="checkbox"/> Mothers	<input type="checkbox"/> Elderly	<input type="checkbox"/> Populations at risk for and with STDs	<input checked="" type="checkbox"/> DSHS employees
<input type="checkbox"/> Zoonosis	<input type="checkbox"/> Geographic or Tribal Community	<input checked="" type="checkbox"/> Other special populations	Other:

**Functional Focus** (Check all that apply)

<input checked="" type="checkbox"/> Program Administration	<input checked="" type="checkbox"/> Program Implementation	<input type="checkbox"/> Screening and Assessment	<input type="checkbox"/> Service Coordination
<input checked="" type="checkbox"/> Program Planning	<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Information Technology
<input checked="" type="checkbox"/> Program Development	<input type="checkbox"/> Manual Development	<input type="checkbox"/> Disease Surveillance	<input type="checkbox"/> Lab Services
<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Research	<input type="checkbox"/> Database Design and Development	Other:

**Dimensions of Public Health** (Check all applicable)

<input type="checkbox"/> Behavioral Health	<input type="checkbox"/> Laboratory Science	<input type="checkbox"/> Environmental Health
<input type="checkbox"/> Infectious Diseases	<input type="checkbox"/> Chronic Disease	<input type="checkbox"/> Epidemiology
<input type="checkbox"/> Prevention- Health Promotion	<input type="checkbox"/> Oral Health	<input type="checkbox"/> Zoonosis Control

**Internship Details**

**Intern Activities**

What will the intern do during their internship? Use verbs to describe activities.

- Create graphics to promote upcoming events and programming
- Write, edit and compile content for the website
- Research university programs and organizations related to public health and organize database
- Speak with DSHS staff and university partners about OPL programs
- Attend additional educational events to learn about the work of DSHS

**Intern Deliverables** (at least one)

What will the intern produce or complete at the end of the internship?

The intern will give a brief presentation at the end of the semester about their internship experience to DSHS staff and university partners.

The intern will create marketing materials to promote OPL programs such as web content, flyers, and event invitations.

The intern will research relevant university partners and create an Excel database.

**Applicant Qualifications**

Required	Skill (check all that apply)	Proficiency (check one for each app.)
	<input type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint	

		<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Tableau or similar applications	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Other software applications: Canva, Adobe Publisher, or other similar graphic design software	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	Academic level and/or degree or field/discipline Currently pursuing a bachelor's or master's degree	
Other required qualifications (list below) <ul style="list-style-type: none"> <li>• At least some familiarity with the following applications: Microsoft Excel, Powerpoint, and some type of graphic design software</li> <li>• Willingness to speak in front of an audience</li> <li>• Interest and curiosity in learning about public health</li> <li>•</li> </ul>		
<b>Preferred</b>	<b>Skill</b> (check all that apply)	<b>Proficiency</b> (check one for each app.)
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input type="checkbox"/> Word</li> <li><input type="checkbox"/> Excel</li> <li><input type="checkbox"/> PowerPoint</li> </ul>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.):	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Tableau or similar applications	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Other software applications:	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<b>Academic level, degree and/or field</b>	
<b>Other preferred qualifications (list below)</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		

## Application Instructions

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

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

**Contact Information**

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