



# Form 1: Internship Description

Office of Practice and Learning  
*DSHS Internships*

<b>Internship/Practicum Title</b>					
HIV Fiscal Monitoring Internship-Remote (2 positions)		<b>Preceptor Name and Title:</b> April Marek, Manager Fiscal Monitoring Unit			
<b>Brief Description</b> Include purpose and goals					
This position will research regulations specific to the fiscal aspects of the federal Ryan White HIV/AIDS program as it is implemented in the State of Texas. The information will be used to create informational documents specific to assigned topics, and a training manual for use by DSHS-funded organizations in their local HIV/AIDS programs.					
<b>Semester:</b> Ongoing	<b>Year:</b> 2022	<b>Length:</b> 1 Semester	<b>Total Weekly Hours:</b> 15 – 25 hrs/wk (negotiable)	<b>Paid:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Travel Required?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DSHS Division:</b> Program Operations	<b>Program:</b> Fiscal Monitoring Unit	<b>Region:</b> Central Office		<b>Internship Location:</b> Remote	

**Population Focus:** Persons with HIV, statewide

**Functional Focus:** Program Development, Administration and Evaluation; Policy Analysis and Development; Research; Manual Development; Grants and Funds Management

**Dimensions of Public Health:** Funding for Communicable/Infectious and Chronic Diseases

**DSHS Host Program Summary**

<p><b>Enter a brief narrative description of the mission, purpose and functions of the Host Program area within which the Internship is operated.</b></p>
<p>The mission of the Fiscal Monitoring Unit (FMU) is to promote good stewardship of public resources by helping grantees comply with their contracts and ensuring agency compliance with State and Federal requirements for fiscal monitoring of grantees.</p>

## Internship Details

<b>Learning Objectives</b> (minimum of 3) What do you expect the student to learn upon completion of a successful internship?	
<ul style="list-style-type: none"> <li>Gain knowledge of federal and state fiscal requirements specific to the Ryan White HIV/AIDS program</li> <li>Gain experience in synthesizing federal and state regulations and requirements, for assigned topics, into specific training documents and presentations.</li> <li>Gain research experience with federal and state grant rules and regulations, HRSA requirements and fiscal standards,</li> <li>Learn daily operations and expectations in state government offices</li> </ul>	
<b>Intern Activities</b> What will the intern do during their internship? Use verbs to describe activities.	
<ul style="list-style-type: none"> <li>Research federal and state fiscal requirements specific to the Ryan White HIV/AIDS program</li> <li>Synthesize federal and state regulations and requirements by assigned topics into specific training documents and presentations.</li> <li>Develop training manuals based on regulations for internal use by FMU staff.</li> <li>Create Powerpoint presentations based on training manuals</li> <li>Participate in and assist with team meetings</li> </ul>	
<b>Intern Deliverables</b> (at least one) What will the intern produce or complete at the end of the internship?	
Informational documents based on the Ryan White HIV/AIDS program regulations and a training manual for use by DSHS-funded organizations in their local HIV/AIDS programs.	
<b>Relevant Statutes or Policies</b> What statutes, laws, regulations, or policies are at the basis of the internship?	
Federal Ryan White HIV/AIDS Program regulations and guidance, Federal Uniform Grant Guidance, and State of Texas Uniform Grant Management Standards	

## Applicant Qualifications

Required	Skill (check all that apply)	Proficiency (check one for each app.)
	<input checked="" 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 checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Academic level and/or degree or field/discipline</b>		

	Undergraduate or Graduate - Public Health, Public Administration, Business or other relevant field	
	Other required qualifications (list below)	
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Preferred</b>	<b>Skill</b> (check all that apply)	<b>Proficiency</b> (check one for each app.)
	<input checked="" 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
	<b>Academic level, degree and/or field</b>	
	Graduate student – Public Health, Public Affairs, Public Administration or Business	
	Other preferred qualifications (list below)	
	<ul style="list-style-type: none"> <li>• Interest in grants management concepts</li> <li>• Interest in HIV/AIDS programs and services</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 type="checkbox"/> <b>Letter of Interest</b>	<input type="checkbox"/> <b>Two letters of recommendation</b> Instructions: 1 letter from current or former supervisor if applicable and/or 1 or both letters from faculty members (in lieu of reference checks).
<input 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: Olivia Harrell Title: Staff Services Officer Email: Olivia.Harrell@dshs.texas.gov Phone: 512-776-6192
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