

Form 1: Internship Description

Office of Practice and
Learning
DSHS Internships

Internship Title: Public Health Finance Internship			
Internship Location (Please also indicate if the internship is offered In-Person only, Virtual only, or either In-Person or Virtual): Austin or virtual		Preceptor Name and Title: Nancy Ejuma, Deputy Associate Commissioner, Regional and Local Health Operations	
Brief Description Include minimum of 3 learning objectives			
This internship opportunity is aimed at providing finance/business majors an opportunity to analyze financial data related to public health entities across the state. Working with data analytics software, the intern will develop a report that outlines public health finance trends from FY2000 to FY2020.			
Approximate Total Weekly Hours: 10-20 (Negotiable)	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Division for Regional and Local Health Operations	Program: Office of the Associate Commissioner

Functional Focus (Check all that apply)

<input checked="" type="checkbox"/> Program Administration	<input type="checkbox"/> Program Implementation	<input type="checkbox"/> Screening and Assessment	<input type="checkbox"/> Service Coordination
<input type="checkbox"/> Program Planning	<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Information Technology
<input 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 checked="" type="checkbox"/> Research	<input type="checkbox"/> Database Design and Development	Other: Public Health Finance

Internship Details

Intern Activities What will the intern do during their internship? Use verbs to describe activities.
<ul style="list-style-type: none"> Evaluate public health financial data over the past 20 fiscal years for funding allocation trends by program area Research funding allocations to Texas public health entities from federal, state, local, and private funding sources Develop a report outlining funding allocations and trend summaries
Intern Deliverables (at least one) What will the intern produce or complete at the end of the internship?

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 (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 checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input checked="" type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)	<input type="checkbox"/> Basic <input checked="" 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
	Academic level and/or degree or field/discipline Undergraduate upper division or Graduate student in Business-related discipline or studying Public Health	
Other required qualifications (list below) <ul style="list-style-type: none"> • • • • 		
Preferred	Skill (check all that apply)	Proficiency (check one for each app.)
	<input checked="" type="checkbox"/> Microsoft Office: <input type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input type="checkbox"/> PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input checked="" type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.):	<input type="checkbox"/> Basic <input checked="" 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
	Academic level, degree and/or field Bachelors or Masters Level Finance Majors	

	Other preferred qualifications (list below) <ul style="list-style-type: none"> • • • •
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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).
<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents:

Contact Information

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