

Internship Title: Regional Communications Intern			
Internship Location: 1301 S. Bowen Rd, Suite 200, Arlington, TX 76013 In-person, with ability to work remotely some hours each week.		Preceptor Name and Title: Lauren Murphy, MPH, CHES PHISO Manager	
Brief Description			
The selected intern will work directly with the Regional Communications Specialist and Public Health Improvement Strategies & Operations (PHISO) manager to assist with the development of communication materials for PHR 2/3. Activities may include assisting with the editing and development of educational materials, the development of a newsletter article(s), assisting with the revamp of the PHR 2/3 SharePoint site, and/or the development of standardized program sheets about PHR 2/3 programming. Learning objectives include: (1) gain experience in developing public health communication materials; (2) gain experience in writing in plain language; (3) develop skill in working on a multi-disciplinary team; and (4) apply training and concepts learned in coursework.			
Approximate Total Weekly Hours: About 10 hours	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: PHR 2/3	Program: Public Health Improvement Strategies & Operations (PHISO)

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Health Communication	<input type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input 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"> • Develop educational information about jobs available in PHR 2/3. • Develop of article(s) for monthly newsletter • Develop standardized program sheets about PHR 2/3 programming. • Participate and attend all Office of Practice & Learning scheduled activities including an orientation, scheduled seminars, tours, meetings and project presentation.
Intern Deliverables

- Educational materials for PHR 2/3.
- Monthly newsletter article(s).
- Evaluation tool for presentations.

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: <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: Junior or Senior. Graduate: Any year pursuing a Masters degree.
Any other skills required (soft or technical) Course work in Health Communications, Health Promotion, or similar	
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 checked="" type="checkbox"/> Letter of Interest	<input type="checkbox"/> Two letters of recommendation
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		Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.

Contact Information

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