

Internship Title: Financial Analyst Intern		Preceptor Name, Title: Russell Martin/Rhyne Perkins	
Location (City/Region): 1100 W 49th St, Austin, TX 78756	Division, Program: Community Health Improvement Division, Maternal and Child Health Section	In Person: <input type="checkbox"/> None <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully	
Brief Description			
The Financial Analyst (FA) Intern will assist the current FAIII with budgeting, financial analysis and reporting. The intern will work closely with financial staff to collect grant and contract information, analyze data, prepare financial reports, and contribute to budget planning and forecasting. This position will offer hands-on experience with state health services financial processes and exposure to key state budgeting practices.			
Hours/Week: <input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable	Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference		

Disciplines

<input checked="" type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Communication/Marketing	<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input type="checkbox"/>
<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"> Analyze financial data and assist in preparing financial reports. Support budget planning, forecasting, and reconciliation. Assist in the evaluation of program costs and financial performance.
Intern Deliverables
<ul style="list-style-type: none"> Weekly/monthly financial reports and analysis. Contributions to the annual budget and forecast documents. Attendance at meetings.

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: <ul style="list-style-type: none"> <input type="checkbox"/> Word <input checked="" 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
	Academic Level Click or tap here to enter text.
	Any other skills required (soft or technical) Click or tap here to enter text.
Preferred	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <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 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"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

Contact Information

Contact Name and Information

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