

<b>Internship Title:</b> Coordination and Innovation Intern		<b>Preceptor Name, Title:</b> Mercy Bryant	
<b>Location (City/Region):</b> Austin	<b>Division, Program:</b> Deputy Commissioner Division, Center for System Coordination and Innovation	<b>In Person:</b> <input type="checkbox"/> None <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Fully	
<b>Brief Description</b>			
Prepare an annual report for the DSHS Center for System Coordination and Innovation. Attend unit and center meetings within the center.			
<b>Hours/Week:</b> <input type="checkbox"/> 5 - 10 <input checked="" type="checkbox"/> 10 - 15 <input checked="" type="checkbox"/> 15 - 20 <input type="checkbox"/> Variable		<b>Preferred Academic Level:</b> <input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Masters <input 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 checked="" type="checkbox"/> Public Administration
<input type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Project Management	

### Internship Details

<b>Intern Activities</b>
<ul style="list-style-type: none"> <li>• Prepare an annual report for the DSHS Center for System Coordination and Innovation.</li> <li>• Attend unit and center meetings within the center.</li> <li>• Click or tap here to enter text.</li> </ul>
<b>Intern Deliverables</b>
<ul style="list-style-type: none"> <li>• CSCI Annual Report</li> <li>• Center team meeting agendas and PowerPoint presentations</li> <li>• Click or tap here to enter text.</li> </ul>

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**

<b>Required</b>	<b>Skill</b>
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Word</li> <li><input type="checkbox"/> Excel</li> <li><input checked="" type="checkbox"/> PowerPoint</li> </ul>
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Bachelor's Degree
	Any other skills required (soft or technical) Writing, presentation, editing, meeting facilitation, communication
<b>Preferred</b>	<b>Skill</b>
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input type="checkbox"/> Word</li> <li><input checked="" type="checkbox"/> Excel</li> <li><input type="checkbox"/> PowerPoint</li> </ul>
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications Visio, MS Project
	Academic Level Master's Degree
	Any other skills required (soft or technical) Project management. Coursework in public administration, social work, business administration, and similar disciplines.

## 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 checked="" type="checkbox"/> Other documents: Most recent comprehensive transcript and completed coursework
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Writing Sample	

## Contact Information

**Contact Name and Information**

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