



Internship Title: Strategic Planning Research Intern		Preceptor Name, Title: Whitney Ajie, Management Analyst IV, Process Improvement Unit	
Location (City/Region): Austin, TX/Statewide	Division, Program: Center for System Coordination and Innovation, Office of Deputy Commissioner		In Person: <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
<p>The Process Improvement (PI) Unit is a team within the Center for System Coordination and Innovation, in the Office of the Deputy Commissioner. The PI Unit is the DSHS resource for process improvement projects and agencywide strategic and operational planning. The PI Unit drives continuous improvement of the organization by combining innovative management strategies and proven project management techniques to support efficient operations of services provided by the agency. The Strategic Planning Research Intern will assist the PI Unit by researching a variety of sources, materials, and topics, and by summarizing information important for the agency's strategic planning efforts. The intern will use research and communication skills to gather, analyze, organize, and communicate key information needed to support critical thinking and decision making by leaders of the organization.</p>			
Hours/Week: <input checked="" type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input type="checkbox"/> 15 - 20 <input 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 checked="" 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"> Research and summarize information relevant for upcoming agencywide strategic planning. This will include reviewing various resources and materials and completing research summary reports on information found in those materials or for a specific topic.

- Develop clear, engaging communication products for an executive audience (e.g. briefings, presentations, dashboard, charts/graphs) summarizing key points from the research gathered.
- Learn about key project management or process improvement skills and techniques by assisting on additional opportunities as they arise, within the intern's capacity and interests.

Intern Deliverables

- Research summary reports, at least 1 per week, for various topics assigned. Minimum of 6 total.
- PowerPoint presentation, or other visual presentation, of key information found during research for use in communicating information to an executive audience.

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 checked="" type="checkbox"/> Other software applications Microsoft Outlook, Microsoft Teams, Microsoft SharePoint
	Academic Level Undergraduate or graduate
Any other skills required (soft or technical) TECHNICAL SKILLS --Experience with research and synthesizing large amounts of information. Experience with public speaking and professional writing. Experience with communication or writing for a leadership or executive audience. Experience leading a school or non-school project. Experience working with or leading teams or groups. SOFT SKILLS --Communication, professionalism, organization, initiative, self-motivation, humility, leadership, enthusiasm, honesty, problem-solving, time management, teamwork, creative thinking, humor.	
Preferred	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 checked="" type="checkbox"/> Other software applications Microsoft Lists; Microsoft Planner; Microsoft Project; Microsoft Power BI; Microsoft Power Automate; Microsoft Publisher; Microsoft SharePoint; Adobe Acrobat Professional
	Academic Level Graduate
	Any other skills required (soft or technical) TECHNICAL SKILLS --School work and/or experience in research, communications, management, public health, business administration. Experience with leadership or executive audiences. Experience creating or distributing formal reports or communications, e.g. research report or article, blog, newspaper, online news article, etc. SOFT SKILLS --Communication, organization, professionalism, initiative, self-motivation, humility, leadership, enthusiasm, honesty, problem-solving, time management, teamwork, creative thinking, humor.

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: Please provide an example of a research summary, article, or report for which you were the PRIMARY author.
<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
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