IDPH Internship Project Description

Organization Information

Name of Organization: Iowa Dept. of Public Health

Type of Organization: State Public Health Dept.

Street Address: 321 E. 12th Street

City, State, Zip Code: Des Moines, IA 50319

County: Polk

Preceptor Contact Information

Name: Marilyn Alger

Title: Education Coordinator

Bureau: Communication and Planning

Phone: 515-242-5096

Fax:

Email: marilyn.alger@idph.iowa.gov

Position Title: Leadership Program Intern

Brief Description of Project:

Serve as assistant to IDPH Education Coordinator in preparation and implementation of a six-week in-house leadership program.

Responsibilities:

- Student would work independently, under the guidance of the IDPH Education Coordinator
- Communicate regularly with Preceptor (Education Coordinator)
- Written and verbal communication with IDPH employees (program participants, facilitators)
- Logistical support, program material preparation
- Tracking time-line of program planning duties
- Write summary reports of participant feedback
- Attend 6 leadership sessions from September to November

Specify any skills needed/required for this project:

- Self-starter, able to work on own
- Responsible, able to complete deadlines
- Strong organizational skills
- Good communication skills, both verbal and written

Internship Start/End Date: **Start date:** May or June, 2013 **End date:** early December, 2013

Application Deadline: **March 2013**

Project identified for an:

_ _ Undergraduate student

_X_ Graduate student

Materials Student-Applicant Must Submit to Preceptor at IDPH

Cover Letter	☒ Yes	☐ No
Resume	☒ Yes	☐ No
Writing Sample	☒ Yes	☐ No

Interview Information

Interview onsite at IDPH	☒ Yes	☐ No

Term(s) of experience

Average hours/week desired: Flexible

Compensation:	☐ Yes	☒ No
Benefits:	☐ Yes	☒ No
Mileage Reimbursement:	☐ Yes	☒ No
On-site:	☒ Yes	☐ No
Off-site:	☒ Yes	☐ No

- Student should live in the Des Moines metro area.
- Some work can be done from home.
- There will be occasional meetings at the Department of Public Health in Des Moines.
- Student must be able to attend the 6 leadership sessions (3-hour sessions, every other week from September to November)

Computer provided:	☐ Yes	☒ No