



ANNOUNCEMENT OF Field Placement Opportunity

Student Intern, Research and Program Development

Background and Project:

Field Placement opportunity is available with the Minneapolis Department of Health and Family Support (MDHFS) for a graduate student seeking a degree in Public Health or related field; dual degree students are encouraged to apply. This is a paid internship for 10-15 hours/week and involves assisting with public health assessment and surveillance activities, including data collection, analysis, synthesis, literature review, and report writing. This position will be located in the Research and Program Development Division of the Minneapolis Department of Health and Family Support, and will report to the director of that division. This position is funded through December 31, 2012, with any subsequent hours contingent on funding availability.

Assignment Responsibilities:

- As a part of the research team, assist in managing public health assessment projects. Examples of assessment projects include (but may not be limited to) the Minneapolis Teen Parent Report Card and research briefs on a variety of public health topics, such as infant mortality and low birth weight, GLBT health, and health disparities associated with factors such as place of residence, socioeconomic status, and race/ethnicity.
- Meet with staff from partner agencies (Hennepin County, Minneapolis Public Schools) to define project scope and establish work plan (especially important for the Teen Parent Report Card).
- Perform background literature review for projects.
- Using statistical analysis software, analyze data from secondary sources to define health issues appropriate to the scope of the project. Assure data integrity and validity.
- Synthesize background information, data, charts, graphs, and other relevant information into written reports.
- Develop communications plan to distribute information to stakeholders.
- Provide oral presentations of report findings as needed to professional, policy and community audiences.

Knowledge and Skills Preferred:

- Independent project management skills, including experience in managing time well and building relationships to move project forward
- Strong analytic skills and ability to synthesize various sources of information
- Ability to present quantitative and qualitative information and ideas accurately, effectively, and concisely for a variety of audiences
- Experience working with community residents and organizations, especially low-income populations and communities of color
- Knowledge and familiarity with diverse cultures, beliefs and lifestyles
- Ability to work in an environment which requires flexibility, responsiveness, and multi-tasking
- Excellent written and verbal communication skills
- Proficient skill set in MS Office Applications, including electronic communication
- Experience in using SPSS or related statistical analysis software

Required Qualifications:

Applicants must be a current grad student in a public health or related postgraduate degree program.

Hours and Salary:

10-15 hours/week

\$16.93/hour

How to Apply:

In order to be considered, cover letter and resume must be received no later than **10:00 am, April 6, 2012.**

Email, fax or mail your information to: Minneapolis Department of Health and Family Support
ATTN: Kim Stringfellow
Intern, Research and Program Development Division
250 S 4th Street, Room 510
Minneapolis, MN 55415
612-673-3528
612-673-3866 FAX
Kim.Stringfellow@minneapolismn.gov

For additional information regarding the Minneapolis Department of Health and Family Support visit us at: <http://www.minneapolismn.gov/health/>

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check will be required for this intern position.

If you need this material in an alternative format please call (612) 673-2301 or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation. Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000. TTY users may call (612) 673-2157 or (612) 673-2626.