

The Department of Community Initiatives and Population Health (CIPH) at University Health System welcomes students to take part in an internship of approximately 120-300 hours per semester. Each student will be asked to work a minimum of 8 to 12 hours per week. Familiarity with Word, Excel and PowerPoint is strongly recommended. Experience with SPSS statistical software is desirable but not required. Training and/or guidance will be provided in all activities. Typical activities that the intern may be asked to take part in include the following:

- Surveying clients either in person or by phone using a standardized set of measures.
- Participating in data cleaning and data entry in various databases (e.g. REDCap, Excel, etc.)
- Developing a new database for the collection and analysis of local process/outcome measures.
- Assistance with conducting basic analyses with new or existing datasets and summary of results for the purpose of progress report submission, presentations to key stakeholders, or publications.
- Participating in at least one steering committee, one project management or one advisory board meeting often involving other community based agencies.
- Preparing engagement materials (e.g. newsletters, postcards) with a specific focus (e.g. invitation to participate in health fair).
- Conducting treatment adherence/fidelity checks on one-of several evidence-based interventions.
- Participating in at least 3 hours of training offered, online, in class, or pre-recorded.
- If applicable, participating in grant planning meetings, conducting literature searches, and/or compiling references in APA format, organizing job descriptions etc.

Students will be expected to take part in some but not all the above mentioned activities. Most activities will be conducted at our offices located at Corporate Square, Suite 260, 4801 NW Loop 410, San Antonio, TX 78229. Some off-site travel may be involved. Dress code is business attire. Students must wear ID badge at all times (i.e. UHS Badge). UHS Badge may be purchased for \$10 and must be returned at the end of the internship.

Background Information about our Organization

Community Initiatives and Population Health is a department within the University Health System. Bexar County Hospital District, dba University Health System (UHS), is a political subdivision of the state of Texas. It is the 3rd largest public health system in the state. The mission of the University Health System is to promote the good health of the community by providing the highest quality of care to both inpatients and outpatients, by teaching the next generation of health professionals and by supporting research thereby advancing medical knowledge and improving the delivery of patient care.

We, at CIPH, are a group of approximately 16 multidisciplinary professionals (representing the fields of medicine, behavioral science, and public health) who are committed to collaborating with community agencies and teaching institutions to improve the health and wellbeing of the community, particularly the underserved and vulnerable subpopulations. We are grant supported and currently have about 10 active projects, for which we either provide evaluation services or administrative oversight. Our funding agencies include or have included the Substance Abuse and Mental Health Services Administration (SAMHSA), Health and Human Resources Administration (HRSA), Centers for Disease Control and Prevention (CDC), and Housing and Urban Development (HUD) and Texas Department of State Health Services (DSHS).

Next Steps

- 1) Contact Veronica Villela-Perez, Assistant Director, Department of Community Initiatives and Population Health, UHS at 210-358-6826 or via email at veronica.villela-perez@uhs-sa.com to schedule an interview.
- 2) Email your resume and the contact information of your school internship advisor/professor.