



Detroit Health Department Special Projects Division Job Posting—Summer Internship

The Detroit Health Department (DHealth) is now accepting applications for the 2017 DHealth Summer Internship Program. This program is designed to give students first hand knowledge of the policies, programs, and partnerships that shape public health. Interns will work directly with one of our Division Directors and their team to complete a project designed specifically to teach the intern about public health while furthering the Department's goal of creating a healthier Detroit and healthier Detroiters.

If selected to work with the Special Projects Division, the DHealth Summer Intern will assist the Special Projects Division Director and their team in the Ready2Learn Clinic Launch. Coming out of a planning phase for in the first quarter of CY2017, the Special Projects and Healthier Childhoods Teams will have developed an operational plan for launching a comprehensive early childhood health clinic that integrates WIC, Hearing/Vision, Immunization, and Lead Services. The Intern would play a supporting role on this project team as it pursues funding and plans the operations of the clinic. Responsibilities would include development of deliverables for funder meetings, development of slides and analyses for weekly meetings with the Executive Director, market research and analysis to support community engagement, and the development of a clinical template to generalize our model to other sites.

Program details:

- 10 weeks: May 29 – August 4, 2017
- At least 24 hours a week (adjusted according to school requirements)
- Orientation: Monday, May 29, 2017
- Pay rate: Unpaid

Minimum Requirements:

- Grade point average of 3.5 or above (4.0 system)
- Currently enrolled in accredited college/university academic associate, undergraduate, or graduate program, or recent graduate (within one year of application)
- Age 18 or older
- Competent in Microsoft Office
- Capacity for sophisticated PowerPoint presentations
- Excellent writing skills
- Advanced Excel analysis, including ability to develop financial models

Desired Qualifications:

- Previous consulting experience strongly preferred

**APPLICATIONS WILL BE ACCEPTED ON A ROLLING BASIS THROUGH 11:59 P.M.
MARCH 5, 2017**

Full list of opportunities available at: <https://goo.gl/TCKNjc>



Detroit Health Department Special Projects Division Application for Summer Internship

Full Name: (First) (Last) (MI)						
Present Address: (Street) (City) (State) (ZIP)						
Permanent Address: (Street) (City) (State) (ZIP)						
Date of Birth (mm/dd/yyyy):				Phone:		
Email:						
Are you at least 18 years of age? (select one) Yes / No				Are you a U.S. Citizen? (select one) Yes / No		
Educational Experience						
Current or Most Recent School Name:						
Major/Minor:				GPA:		
Level of Education (please select one):						
College Freshman	College Sophomore	College Junior	College Senior	Recently Completed Undergrad	Graduate Student	Completed Grad School
Other Colleges or Universities Attended <i>(please include an unofficial or official transcript):</i>						
Dates Attended:		Major/Minor:			GPA:	
Are you taking this internship for college credit? (select one) Yes / No				# of credits to be earned (if yes):		

Internship Requirements (if being take for school credit):

Please indicate your availability for a summer internship (e.g. 24 hours/week):

Please indicate any restrictions for a summer internship (e.g. no weekends, etc.):

Please list any additional skills or information that we should know about, including all languages you speak:

If you are rejected for the Special Projects Internship, are you interested in participating in any of DHealth’s other summer internship programs? (Full list of opportunities available at: <https://goo.gl/eA28Go>)

Yes / No

If yes, please list the other DHealth internships you would like to be considered for *in order of interest*:

References: Please list up to three persons not related to you who are familiar with your character and qualifications. DHealth reserves the right to contact these individuals.

Full Name and Title	Phone Number	Email

**APPLICATIONS WILL BE ACCEPTED ON A ROLLING BASIS
THROUGH 11:59 P.M. FEBRUARY 5, 2017.**

Return the completed Intern Application Package, including:

- Application (with all sections completed, including references)
- College transcript (unofficial copy accepted)
- A copy of your CV/Resume
- A cover letter
- Two letters of recommendation

How to submit your application (choose one method):

- Scan and Email to NoyesA@detroitmi.gov
- Drop off: Detroit Health Department, 3245 E Jefferson Ave, Suite 100, Detroit, MI 48207 between 8 A.M - 5 P.M.
 - Place in envelope marked "Attn: Abby Noyes"
 - DO NOT MAIL

*Interviews will be scheduled in February and March. Final selections will be made by **April 14.***

I certify that the information above is true to the best of my knowledge.

Applicant Signature

Date Submitted

Applicant Name (please print)