



**U.S. Department of Veterans Affairs
Office of Intergovernmental Affairs**

DEADLINE to Apply
December 9, 2013 @ 3pm (EST)

Related Majors

Public health, pre-law, business administration, public administration, Native American Studies at the graduate or undergraduate level

Location

U.S. Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, DC 20420

Work Hours

Full time, Monday thru Friday

Time Frame

Desired time frame is 15 weeks (spring) beginning approximately January 14, 2013.

Position Summary

Assist the Director of the Office of Tribal Government Relations with Special projects and provide administrative support to regional field Specialists.

Introduction

This internship position is located within the Office of Intergovernmental Affairs/Office of Tribal Government Relations.

The Central Office is located in on 810 Vermont Avenue, near Lafayette Square. It is easily accessible from major bus routes and the Metro rail system. The Office of Tribal Government Relations, is a responsible consultation with American Indian and Alaska Native tribal governments to develop partnerships that enhance access to services and benefits by Veterans and their family members.

The intern will contribute by assisting with daily office functions for the Office of Tribal Government Relations, which will include special projects assigned by the Director and Executive Officer, as well as, providing administrative support to the regional field specialists.

Major Duties

- Create drafts for manuals, handbooks, information letters, program guides, brochures, and instructional material. Gather, prepare, and distribute information material.



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- Establish and monitor deadline dates for reports, recommendations, and issues affecting the service; develop and utilize a database to ensure deadlines are met.
 - Answer and direct phone inquiries to the proper resource; scheduling meetings; coordinate and prioritizing administrative and management operations.
 - Establish and maintain an efficient filing and reference system.
 - Maintain and track records from a variety of sources.
 - Compile information on activities pertaining to funding; assist with preparing preliminary budget data, letters of agreements and fiscal authorization of funds.
 - Coordinate and take minutes for all scheduled meetings; disseminate minutes to participants.
 - Collect, collate, and monitor a variety of data sheets and information. Evaluate program outreach for effectiveness and make recommendations for program efficiencies.
 - Maintain accurate staff listings, minutes, directives, and other documents used by the office staff.
 - Possess good writing skills; review, format, and finalize draft documents.
 - Proficiently use in Microsoft Office Suite to include Windows, Excel, Word, and Power Point.

Skills and Knowledge Required by the Position

The ideal intern will demonstrate evidence of the following:

- Skill in written and oral communication
- Skill in working on teams to achieve common goals
- Experience with accomplishing complex projects
- Willingness to take on small and large assignments
- Proficient in using MS suites (Word, Excel, PowerPoint and Outlook)

Eligibility

- Minimum GPA 2.7
- U.S. citizen or permanent resident (no visas or work permits)
- Only *current* students: 4th year undergraduates, graduate, or post graduate students may apply
- Individuals with five or more years of professional experience in the health field are **not** eligible to apply for this program
- English working proficiency (written and oral)

Application Process

Submit *completed* application to ocrespo@hshps.org by December 9th @ 3pm EST. The e-mail should include the following attachments:

- HSHPS Training Program Application Form
- Essay (maximum 700 words) should answer the following questions:
 - What will you bring to the program (education/career experiences)?
 - Describe, in detail, your experience with working with a Hispanic population, why you want to work with the Hispanic population, what are your future plans to helping to improve the health of the Hispanic population.
 - What do you expect to learn/gain from the fellowship? What are your short-term & long-term career goals?
- Resume/Curriculum Vitae:



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- Must include: academic history (including GPA), employment history, volunteer work/community service, research experience, list of honors/awards, and publications (if any)
 - Unofficial Transcripts:
 - Unofficial transcripts for bachelor and graduate level work must be submitted. Official transcripts will be requested if applicant is accepted into the program.

Program Requirements (after being selected)

- Conference Call: This one hour call will review the fellowship guidebook, expectations, and any pending administrative obligations prior to the start of the Graduate Fellowship Training Programs.
- Weekly Lectures: Fellows will be expected to attend weekly HSHPS sponsored lectures on minority health disparities and professional development.
- Evaluations: Fellows will have to complete and submit three evaluation forms provided by HSHPS.
- Project Timeline Chart: Fellows will have to complete and submit a Project Timeline Chart that summarizes the project(s), major tasks that must be completed for the project(s), and due dates.
- Abstract: Fellows will author an abstract which will summarize the research project(s).
- Research Paper: Fellows will author a research paper which related to minority health issues.
- Presentation: At the closing session, fellows will present a formal PowerPoint to their colleagues, mentors, and HSHPS staff, summarizing their project(s) and experiences.
- Pictures: Fellows will submit five pictures including one head shot picture used for the annual HSHPS publication and promotional materials.

Award Package

Weekly Stipend	Housing Accommodations	Transportation to Program Site	Local Transportation
\$250/week	Sponsored by HSHPS	Maximum \$500	\$25/week