



HSHPS
HISPANIC-SERVING HEALTH PROFESSIONS SCHOOLS

**U.S. Department of Veterans Affairs
Primary Care Women Veteran's Health Care
VA St. Louis Health Care System**

**DEADLINE to Apply
December 16, 2013 @ 3pm (EST)**

Related Majors

Health Care, Marketing, Public Health, Business Administration at the graduate or undergraduate level

Location

VA St. Louis Health Care System
John Cochran Division
915 N. Grand S
St. Louis, MO 63106

Accessibility

Major bus routes and metro rail lines

Work Hours

Full time, Monday thru Friday

Time Frame

Desired time frame is 15 weeks (spring) beginning approximately January 13, 2014.

Sponsor Controls

The intern reports to the Women Veterans Program Manager (sponsor), who will coordinate work assignments. Completed projects will be reviewed for achievement of planned results and adherence to VA policies.

Introduction

This internship position is located within the Women's Health Program at VA St. Louis Health Care System. The Central Office is located in downtown St. Louis, at 915 N. Grand, St. Louis, MO 63106 easily accessible from major bus routes and the Metro rail system. The Women's Health Program is responsible for honoring America's Women Veterans by providing exceptional health care that improves the health and well-being of Women Veterans within the St. Louis Metropolitan Area.

The intern will contribute to this mission by providing essential skills and administrative and programmatic support needed to provide timely, safe, high quality and compassionate services to Women Veterans in the VISN 15 Eastern Orbit.



Internship Summary

The primary goal of a program assistant is to provide support to the Women's Health program by working closely with the Women Veteran's Program Manager. The program assistant will report to the program manager and assists this in implementing the program and providing administrative and programmatic support. Administrative support will include maintaining databases, managing online resources, compiling meeting minutes, keeping files up to date, and managing event and outreach calendars. Programmatic support includes coordinating events and conferences, researching, assisting in proposal preparation and helping prepare presentations. Representation at outreach events will also be required.

Major Duties

The intern is responsible for the following:

- Collects, compiles and tracks program data
- Prepares, executes and tracks specific program information
- Organizes and retrieves computerized data
- Generates reports on a variety of data
- Enters pertinent information into an automated tracking system
- Maintains accurate program specific data
- Uses and understands medical terminology
- Performs healthcare support functions

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, & PPT)
- Ability to multi-task
- Demonstrate strong attention to detail
- Strong customer service skills

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
- English working proficiency (written and oral)

Application Process

Submit *completed* application to ocrespo@hshps.org by December 16th @ 3pm EST. The e-mail should include the following attachments:

- HSHPS Training Program Application Form



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- 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:
 - 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	Maximum \$800	Maximum \$500	\$25/week