



**U.S. Department of Veterans Affairs
VHA Diversity and Inclusion Office**

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

Related Majors

Any degree at the graduate or undergraduate level. Particularly relevant degrees are listed below.

Location

Department of Veterans Affairs
VA Learning University
Washington, DC

Work Hours

Full-time, Monday thru Friday

Degree

Any degree at the graduate or undergraduate level. Particularly relevant degrees include: Business Administration, Information Technology, Human Resources, English, Sociology, Event Management, Library Science, Public Administration, Real Estate, Banking, Appraiser, Criminal Justice, Biology, Public Administration, Computer Science, Web Page Design, Graphic Design, Healthcare Administration, Hotel Management, Nursing, Public Health, Industrial Engineering, Pre-Law, Architecture, Civil Engineering and Accounting/Finance, as well as government-related degrees such as Political Science, Government, International Relations and Public Administration.

Time Frame

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

Sponsor Controls

The intern reports to Director, VA Learning University (sponsor), who will coordinate assignments. Completed projects will be reviewed for achievement of planned results and adherence to VA policies.

Introduction

The VA Learning University's (VALU) mission is to help build a talented and diverse VA workforce, enterprise-wide, supported by senior management and a learning culture, that is better skilled and prepared to serve our veterans.

For over a decade, the National Diversion Internship Program (NDIP) has facilitated internship assignments in government and industry for students enrolled in historically and predominantly black and colleges and universities supporting minority students and has brought the interns together for a range of extra-learning and enrichment opportunities throughout the course of their internship to



enhance the internship experiences. Through internship assignments, these students are provided "hands-on" opportunities to apply their classroom knowledge in challenging work experiences and their employers receive the benefit of the new ideas, new energy, expertise and experiences of diverse student learners.

Internship Summary

The VA Learning University's (VALU) mission is to help build a talented and diverse VA workforce, enterprise-wide, supported by senior management and a learning culture that is better skilled and prepared to serve our Veterans. Through internship assignments, these students are provided "hands-on" opportunities to apply their classroom knowledge in challenging work experiences, and their employers receive the benefit of the new ideas, new energy, expertise and experiences of diverse student learners from the Nation Diversity Internship Program (NDIP).

Major Duties

- Prepare documents, spreadsheets, PowerPoint slides
- Analyze Data
- Conduct research and studies
- Compile reports on management-related issues

Skills and Knowledge Required by the Position

The ideal intern will demonstrate evidence of the following:

- Administration, training, public speaking, event management, analytical skills, project management, computer software programs skills, data base

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
- 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:



HSHP

HISPANIC-SERVING HEALTH PROFESSIONS SCHOOLS

- 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 |