



HSHPS
HISPANIC-SERVING HEALTH PROFESSIONS SCHOOLS

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

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

Related Majors

Social Science or Business at the graduate or undergraduate level

Location

Department of Veterans Affairs
VHA Diversity and Inclusion Office
1101 1st Street NE
Washington, DC 20420

Work Hours

Full-time, Monday thru Friday

Time Frame

Desired time frame is 15 weeks (spring) beginning approximately January 6, 2013.

Sponsor Controls

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

Introduction

The Veterans Health Administration Office of Diversity and Inclusion (VHA ODI) serves as a proponent and resource within VHA allowing the organization to fully leverage the diversity of thoughts, knowledge, skills, and experiences in the workforce to develop innovative processes and solutions within our healthcare system and to establish VHA as a leader in diversity and inclusion. The office coordinates efforts across VHA aligning programs, strategies and efforts through effective partnerships and communications. The office also promotes diversity and inclusion as an essential business strategy for optimal performance and provides leadership consultation and guidance to senior executives and managers.

The Intern will perform administrative work to support the work of the VHA ODI and the VHA Diversity and Inclusion Subcommittee. Under the supervision of the VHA ODI Director, the Intern will draft reports, conduct research, and put together presentations that will be used to advance diversity and inclusion in the organization.



Internship Summary

- This experience is designed to provide the intern the opportunity to assist in: managing an active MS SharePoint site; develop and co-present a national training class, co-produce and lead a national teleconference, and provide guidance and assistance to other VA interns for the VA National Database of Interns (VANDI).
- Assist in developing interoffice correspondence.
- Assist in planning, coordinating, and executing diversity and inclusion strategies and plans that impact VHA program offices and facilities nationwide.

Major Duties

- Assist in developing VHA Diversity and Inclusion Cadre Program
- Assist in updating VHA Diversity and Inclusion Policy
- Assist in creating VHA Diversity and Inclusion Plan for 2014-2-2019
- Assist in coordinating Secretary's Diversity and Inclusion Excellence Awards Program and VHA Diversity and Inclusion Champions Awards Program
- Assist in coordinating by-monthly Diversity and Inclusion Subcommittee conference calls and face-to-face meetings
- Assist in analyzing Diversity Environmental Scan and making recommendations
- Assist with updating and modifying current Diversity and Inclusion Office SharePoint sites
- Assist in Selective Placement Coordination
- Assist in organizing and conducting Community of Practice Teleconference
- Assist with conducting diversity and inclusion training
- Participate on Veterans Affairs and Veterans Health Administration National Conference calls

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
- English working proficiency (written and oral)



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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:
 - 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
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\$250/week	Sponsored by HSHPs	Maximum \$500	\$25/week
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