ASPPH Undergraduate Internship Program – Summer 2019

Program Announcement

The Association of Schools and Programs of Public Health (ASPPH) represents schools and programs accredited by the Council on Education for Public Health (CEPH), as well as undergraduate public health, global health, and related programs. Our mission is to strengthen the capacity of our members by advancing leadership, excellence, and collaboration for academic public health.

ASPPH is accepting applications for the Summer 2019 ASPPH Undergraduate Internship Program at ASPPH headquarters in Washington, DC. Interns will have the opportunity to work on a variety of projects focusing on education in public health; gain experience working in a professional public health organization; apply skills they have learned in their classes; and interact with and learn from experts in the field of public health.

Eligibility

Undergraduate students who are currently enrolled full-time in a public health, global health, or related major at a member institution of the Undergraduate Public Health and Global Health Education Network (UG Network), with at least two years of undergraduate education completed, are eligible for this internship program. Students who will graduate with a degree from such a program in Spring 2019 are also eligible. A full list of UG Network members can be found here.

Applicants must also be U.S. citizens or hold a visa permitting permanent residence in the U.S. (i.e., have a U.S. “green card”) to be eligible for the internship program.

Period of Performance

Internship positions are for 10 weeks during the summer of 2019. Expected start dates will be in late-May or early-June. Exact dates will be determined based on the needs of ASPPH and the selected intern(s).

Location

ASPPH Undergraduate Interns will be placed at ASPPH headquarters in Washington, DC. The selected intern(s) will be required to relocate to the internship location for the duration of the internship period. Relocation expenses will not be reimbursed.
Stipend

ASPPH will provide a training stipend to help cover living expenses during the internship period. The stipend is $12.00 per hour; ASPPH has a 35-hour work week.

Available positions

ASPPH is recruiting applicants for seven positions in the following areas:

- Member and student recruitment
- Undergraduate education
- Data management and analysis
- Member and partner engagement
- IT support
- Software QA testing
- Graphic design

Application Instructions

Interested applicants should submit a resume and cover letter to ASPPH by inputting their information and uploading their resume and cover letter to the ASPPH Undergraduate Summer Internship SurveyMonkey website by Friday, January 25 at 11:59 p.m. Eastern Time.

The file names of the documents should include the applicant’s full name and type of document (e.g. LastName.FirstName_Resume or LastName.FirstName_CoverLetter).

Review and Final Selection

Phone interviews will be held in late February and early March. Selected applicants will be notified by early April 2019.

Position Requirements

Member and Student Recruitment

Required Skills:
- Interest in public health
- Strong oral and written communication skills
- Strong detail orientation
- Strong organizational skills
- Proficiency in Microsoft Office software (Word, Excel, Powerpoint)
- Proficiency in conducting online research and analyzing findings

Undergraduate Education

Required Skills:
- Interest in public health, education, and marketing
- Strong oral and written communication skills
- Strong organizational skills
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint)
- Proficiency in conducting online research and analyzing findings
• Proficiency in using social media platforms - *preferred*

**Data Management and Analysis**

*Required Skills:*
• Interest in public health and education data
• Strong oral and written communication skills
• Strong organizational skills
• Proficiency in Microsoft Office software, especially Excel
• Experience managing and analyzing datasets - *preferred*

**Member and Partner Engagement (Executive Department)**

*Required Skills:*
• Interest in education, practice, and research in public health and global health
• Strong oral and written communication skills
• Strong organizational skills
• Proficiency in Microsoft Office software (Word, Excel, Powerpoint)
• Proficiency in conducting online research and analyzing findings
• Experience using SalesForce or other contact management software a plus

**IT Support and Software QA Testing**

*Required Skills:*
• Interest in technology and/or software development
• Strong oral and written communication skills
• Strong organizational skills
• Proficiency in Microsoft Office software, especially Excel
• Hands-on experience in a technology related field

**Graphic Design**

*Required Skills:*
• Excellent knowledge of the Adobe Creative Suite (InDesign, Illustrator, Photoshop)
• Excellent oral and written communication skills
• Experience with UI/UX best practice in website design, create prototypes and develop digital and print designs
• Knowledge of HTML and CSS
• Proficiency in Microsoft Office software

**Application Deadline: Friday, January 25 at 11:59 p.m. Eastern Time**


Late submissions will not be considered.

No phone calls please. Questions should be directed to sweiner@aspph.org.