

## Internship Opportunity Submission Form

1. Agency/Organization Name	North Carolina Institute for Public Health
2. Agency/Organization Website	<a href="https://sph.unc.edu/nciph/nciph-home/">https://sph.unc.edu/nciph/nciph-home/</a>
3. Primary Contact First Name	Johnny
4. Primary Contact Last Name	Appleseed
5. Primary Contact Email	johnnyappleseed@email.com
6. Is the primary contact for this opportunity the same individual who will be serving as the supervisor? (if yes, skip questions 7 & 8)	Yes
7. Supervisor Full Name	
8. Supervisor Email	
9. Would you like the Pathways Program Team to provide you with a list of qualified candidates?	Yes – BOTH Qualified Candidates List & Unscreened Applicants List
10. Ideal Start Date <i>The earliest start date for students is August 25th.</i>	August 25, 2025
11. Ideal End Date <i>Students must complete their hours by November 30th.</i>	November 14, 2025
12. Will this opportunity be fully on-site, fully remote, or hybrid?	Hybrid
12a. If fully on-site or hybrid, please provide the location details (i.e., office address)	1 day per week on campus at the UNC Gillings School (135 Dauer Drive Chapel Hill, NC 27516 )
13. Is this a paid opportunity?	Yes
13a. What will the compensation be or what is the range of funding available?	\$20-\$25 per hour (15-20 hours per week)
14. Does the agency/organization provide any non-monetary benefits during the position's duration? (e.g., meals, parking, technology, etc.)	N/A
15. Does this opportunity require authorization to work in the USA?	Yes
16. Position Title:	Pathways Program Intern



<b>17. Please provide a 1-2 sentence position summary:</b>	An intern working with the Pathways Program Manager at NCIPH would likely engage in a variety of tasks aimed at supporting the NC Public Health Pathways Program's mission to provide tailored education, professional development, and hands-on experience in public health.
<b>18. Please select up to 3 topic areas that best describe the position:</b>	Systems Strengthening, Teaching and Learning Methods, Workforce Development
<b>19. Please describe the roles and responsibilities of the position:</b>	<p>While specific responsibilities may vary, potential duties include:</p> <ul style="list-style-type: none"> <li>• Program Coordination Support: Assisting in the organization and management of internship, practicum, and fellowship programs, including application processing and candidate selection.</li> <li>• Communication and Outreach: Helping to maintain relationships with community partners, employers, and participants; assisting in the creation and dissemination of program materials and updates.</li> <li>• Data Management: Entering and maintaining accurate records of participant activities, progress, and program outcomes.</li> <li>• 4. Event Planning: Coordinating logistics for workshops, training sessions, and other program-related events.</li> <li>• 5. Participant Support: Serving as a point of contact for current and prospective participants, providing information and guidance as needed.</li> </ul>
<b>20. Please select up to 5 work products the individual in this position could potentially work on:</b>	Curricula, Instruments (e.g. data collection, cost-tracking), Materials (e.g. communication, media), Reports
<b>21. Please list the required skills and experience:</b>	<ul style="list-style-type: none"> <li>• Enrollment in an undergraduate public health program</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to manage multiple tasks and prioritize effectively.</li> <li>• Technical proficiency with standard office software (e.g., Microsoft Office Suite) and basic data analysis tools (Excel, Qualtrics)</li> <li>• Interest in the public health workforce and shaping early career experiences.</li> </ul>
<b>22. Please list any preferred skills and experience:</b>	<ul style="list-style-type: none"> <li>• Previous internships or volunteer work in public health settings.</li> <li>• Understanding of the structure and functions of public health organizations, particularly within North Carolina.</li> <li>• Experience in planning and executing events, workshops, or training sessions.</li> <li>• Experience working with diverse populations and community stakeholders.</li> </ul>
<b>23. Is there anything else you would like us to know about this opportunity?</b>	N/A