

## Internship Position Submission Form

<b>Agency/Organization Name</b>	North Carolina Institute for Public Health
<b>Agency/Organization Website</b>	<a href="https://sph.unc.edu/nciph/nciph-home/">https://sph.unc.edu/nciph/nciph-home/</a>
<b>Primary Contact First &amp; Last Name</b>	Johnny Appleseed
<b>Primary Contact Email</b>	johnnyappleseed@email.com
<b>Name and Email of Supervisor</b> (if different than primary contact)	
<b>Would you like the Pathways Program Team to provide you with a list of qualified candidates?</b> (Yes – Qualified Candidates List ONLY, Yes – BOTH Qualifies Candidates List & Unscreened Applicants List, No – Unscreened Applicants List ONLY)	Yes – BOTH Qualified Candidates List & Unscreened Applicants List
<b>Preferred end date</b>  <i>To help foster a cohort-based experience, we ask that students begin their internship by August 24 and work with their internship site for at least 12 weeks, through November 13. Internship sites are welcome to work with their student beyond the 12-week program if desired.</i>	November 13
<b>How many hours per week is the intern expected to work? If there is no specific time commitment, please indicate that here.</b>	10-15
<b>Will this opportunity be fully on-site, fully remote, or hybrid?</b>	Hybrid
<b>If fully on-site or hybrid, please provide the location details (i.e., office address)</b>	135 Dauer Drive Chapel Hill, NC 27516
<b>If hybrid, please provide the number of hours per week the intern is expected to work on-site and any other details related to the hybrid schedule.</b>	1 day per week on campus (on-campus hours are flexible)
<b>Is this a paid or unpaid opportunity?</b>	Paid
<b>If this is a paid internship, what will the compensation be, or what is the range of funding available?</b>	\$20-\$25 per hour
<b>Does the agency/organization provide any non-monetary benefits during the position's duration? (e.g., meals, parking, technology, etc.)</b>	N/A
<b>Does this position require authorization to work in the United States?</b>	Yes

<b>Position Title</b>	Pathways Program Intern
<b>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>Topic Areas</b>	Systems Strengthening, Teaching and Learning Methods, Workforce Development
<b>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>• Event Planning: Coordinating logistics for workshops, training sessions, and other program-related events.</li> <li>• Participant Support: Serving as a point of contact for current and prospective participants, providing information and guidance as needed.</li> </ul>
<b>Potential Work Products</b>	Curricula, Instruments (e.g. data collection, cost-tracking), Materials (e.g. communication, media), Reports
<b>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>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>Is there anything else you would like us or students to know about this opportunity?</b>	N/A