

National Council of Urban Indian Health

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The National Council of Urban Indian Health is offering two (2) internships within the Technical Assistance and Research Center. Interns will have the opportunity to learn about the health of urban Indian populations and build skills and knowledge in policy, research, evaluation, training development, and health promotion. The interns will be paid a stipend and will be expected to work 20 hours per week. As a part of the internship students will have the opportunity to:

- Assist in the development, implementation, and evaluation of national technical assistance and research projects
- Support research and evaluation activities through literature reviews, survey development, data collection, data analysis, and dissemination of results
- Provide supervised one-on-one technical assistance support to Urban Indian Health Programs across the country
- Support the development and coordination of technology-based trainings on various health operations and clinical topics
- Engage in health promotion and knowledge dissemination using social networking and other technology-based mediums
- Learn about the legislative process and support research on policy and legislation for American Indian and Alaska Native people living in cities

Requirements and Qualifications

- Bachelor's Degree in a health-related, policy-related, or research-related field
- Currently enrolled in a graduate program
- Knowledge and high proficiency in Microsoft Applications:
 - MS Outlook
 - MS Word
 - MS Excel
 - MS PowerPoint
- Good written and oral communication skills
- Professional appearance and the ability to interact effectively with persons at all organizational levels.
- Well-organized
- Take initiative on assigned tasks and the ability to ask for assistance when needed
- Ability to multitask and coordinate numerous project simultaneously
- Must be trustworthy and dependable, arrive on time, and bring diligence and a strong work ethic to the office
- Must be able to consistently present a positive attitude and contribute to a harmonious team environment with energy and enthusiasm.
- Work collaborative with NCUIH staff on new and ongoing initiatives

Interested students should submit an application package to include:

- Resume or vitae
- A cover letter describing past experiences, current skills sets, interest in the position, and a desired focus of training for the internship.
- A list of 3 references (professional or academic)
- Writing Sample

Application packages should be submitted to Dr. Jami Bartgis, Director of Technical Assistance and Research via email jbartgis@ncuih.org