

MPH Student Internship Opportunity

Organizational Information

Name of Organization: State Hygienic Laboratory (SHL) at The University of Iowa

Iowa's Environmental & Public Health Laboratory

Address: Research Park, Iowa City, IA 52242

Position Information

Internship options at the State Hygienic Laboratory are available in the following areas:

A. Grants/Contracts- Two Projects Available

Grants and contract management is key to any public health setting since a significant portion of funding is derived from the successful negotiation of a bid for service and proposal for cooperative agreements, foundation and federal-level grants.

1. **The intern would play a key role in development and analysis of data describing the cost of doing business at a public health institution.** The intern would also participate in the identification of discrete public good services to be ranked ordered and analyzed for cost in order to prepare appropriate budgets. Anticipated projects include:
 - Develop/assist with cost analysis of laboratory activities pertaining to public good.
 - Develop/assist with development of repository for analysis information.
 - Recommend a method for summarizing and communicating unpaid/underpaid public good works that can be shared with the Association for Public Health Laboratories' business operations group.
 - Other duties as assigned.

2. **The intern would have an excellent opportunity to gain hands-on experience with grant and contract management within a service center in an academic setting.** The intern will be provided exposure to University of Iowa's policies and procedures as they pertain to legal agreements. Sample duties include:
 - Daily assistance to grant preparation and submission
 - Post grant award tracking of expenses and progress reports
 - Contract negotiations
 - Other duties as assigned

B. Lean Process Improvement- Two Projects Available

Lean is a quality management philosophy aligning people and systems at all levels to improve efficiency, eliminate non-value added streams, and create more effective work

processes. SHL maintains a Lean Program Consultant to provide oversight on strategic planning & deployment with process improvement initiatives.

1. This is an opportunity for the Intern to gain experience and develop an understanding of strategic workforce initiatives within a Lean culture of a public health laboratory. The Intern will provide assistance to develop new or improve existing tools as part of a knowledge management system. Examples include:

- Recruitment
- New employee on-boarding
- Career development

2. This is an opportunity for the Intern to gain experience and develop an understanding of process improvement and a Lean culture within a public health laboratory environment. The Intern would provide assistance on day-to-day Lean initiative in alignment with the strategic plan. Examples include:

- Strategic planning & deployment
- Rapid process improvement events
- Tools, project analysis, & trending

C. Communications and Outreach - One Project Available

Communication is one of the core functions of state public health laboratories and plays an important role in environmental and public health. Through communications, state and federal agencies, as well as the general public, become informed about the status of human and environmental health in our state. A variety of traditional and social media tools are utilized by the State Hygienic Laboratory to convey knowledge gathered through disease surveillance, environmental monitoring, newborn screening, testing and analysis.

1. This is an opportunity for the Intern to gain experience and develop an understanding of communications that advance environmental and public health. Examples include:

- Assist in the development of communications about the new Hygienic Laboratory in Coralville;
- Assist with outreach projects with other environmental and public health agencies in the state;
- Assist with creation of electronic materials for the Hygienic Laboratory website;
- Maintenance of the Laboratory Facebook page and other social marketing endeavors;
- Assist with workforce development programs that bring awareness to the anticipated labor shortages in environmental and public health;

Desired Skills:

- Strong organization skills
- Strong communication skills
- Be able to problem-solve/analytical skills
- Working knowledge/interest in work with spreadsheets and databases (depends on project selected)

Start/End Dates if specific: Summer 2011

Ongoing/variable/negotiable dates: Yes X; No

Average number of hours/week expected: TBD with student input (200 hours total)

Must all work take place on-site? Yes X; No

Is tele-commuting possible for part of the work commitment? Yes; No

TBD with student input & based on project selected