Project Coordinator Intern -
Texas Collaborative for Healthy Mothers and Babies (TCHMB)

Department: Office of Health Affairs
Institution: The University of Texas System Administration
Location: Remote
No. of Openings: 1
Hours per Week: 20
Work Schedule: Varies: Monday – Friday 8:00 a.m. – 5:00 p.m.
Compensation: Minimum $20/hour
Start Date: June 1, 2021
End Date: August 6, 2021
Housing: Interns are responsible for their own housing
Housing at UT Austin available for UTSI Interns; rates to be provided
Required for Application: Resume, cover letter, 2 references
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Population Health at Health Affairs
Population Health is a section within Health Affairs that includes staff affiliated with UT Health Science Center at Tyler with backgrounds in data analysis, epidemiology, clinical care, quality improvement, data management, journalism, and graphic design. With experiences in public and population health they bridge the gap between academia and state health services. Population Health has numerous projects that center around the coordination of collaboratives, program evaluation, policy evaluation, quality improvement, data visualization and implementation of programs.

About the Internship
The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust professional development program, mentoring and opportunities for self-reflection.

More Information

Program Goals
- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student’s field/function of study
- Provide a safe learning environment for professional development

Learning Objectives
Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking, (6) conducting surveys and (7) compiling and interpreting results. They will also (8) enhance their understanding of the field of higher education.

Position Description
The intern will be working with the TCHMB which is the perinatal quality collaborative (PQC) for the state of Texas. They will assist the TCHMB Program Manager in the development of the 2021 TCHMB strategic plan. Activities will include...
the development of a survey to the TCHMB executive committee, and to stakeholders and collaborators using Qualtrics. They will administer the survey, then compile and interpret the findings. They will use the survey findings and a thorough review of other states’ PQCs and the National Association for Health Care Quality to identify potential recommendations that can be incorporated in the strategic plan.

**Qualifications**
- Currently enrolled as a Graduate Student at one of the [14 UT System institutions](#)
- Experience using Microsoft Office, including Outlook, Word, Teams, etc.
- Effective time management skills (deadline/results driven)
- Preferred: Students seeking a health-related degree (example: health policy, public health, health informatics, health communication, epidemiology, etc.)

**Knowledge, Skills & Abilities**
- Experience with developing surveys
- Intermediate to advanced proficiency in MS Excel
- Strong oral and written communication skills
- Ability to work independently on tasks
- Good problem-solving skills

**Working Conditions**
Work is performed remotely but requires regular check-ins with mentor/supervisor and meetings on projects via video conference. Uses personal computer and other standard office equipment. Intern must provide personal computer and WiFi. May require travel to and attendance at 2-3 meetings in person at 201 W. 7th St., Austin, TX.

**How to Apply**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8IdObeoUPTn](https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8IdObeoUPTn)

**Additional Information**
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

**Equal Opportunity/Affirmative Action**
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Human Resources](#).

Please direct questions to the [Office of Human Resources](#).