



CITY OF CHICAGO
Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH
Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Office of Epidemiology

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. Utilizing and maximizing data to understand health outcomes and behaviors is a cornerstone of Healthy Chicago 2.0 [<https://www.cityofchicago.org/city/en/depts/cdph/provdrs/healthychicago.html>], our four-year plan to promote health equity. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Office of Epidemiology is seeking students interested in receiving school credit to join our team as a Public Service Intern. Data to be used for potential projects include:

- Hospital inpatient and outpatient discharge
- Vital statistics (birth and death records)
- Youth Risk Behavior Survey (YRBS)
- Census
- Healthy Chicago Survey

DUTIES: Applicants will need strong written and oral communication skills. Ability to work in a fast-paced office environment, manage multiple shifting priorities, self-motivation, creativity and a positive attitude are a must. Assigned duties are specific to current operational needs, but potential duties may include:

- Performing literature reviews
- Compiling and analyzing data
- Creating data reports and briefs
- Presenting research findings
- Attending internal meetings
- Representing the department through meetings with external entities
- Performing various administrative functions to support program activities and projects

- Performing related duties as required

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification and resume will be required at time of application. This is a temporary, unpaid position. Hours will vary based on academic and program requirements.

MINIMUM QUALIFICATIONS: Must be a college junior, senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0, or have a satisfactory combination of post-secondary education coupled with advanced experience performing data analytics using statistical software.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: Open until further notice

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, official/unofficial transcript, original letter of enrollment verification, and resume to Nik Prachand, Director of Epidemiology at nik.prachand@cityofchicago.org, with "Epi Student Intern" in the subject line.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer