To:       Prospective Internship Sites and Preceptors for 
          College of Public Health Students

From:    Chris Tisch
          Assistant Dean
          Student and Alumni Affairs
          The University of Arizona
          Mel and Enid Zuckerman College of Public Health

Re:      Internship Advertisements

Thank you for your interest in serving as a site supervisor for a College of Public 
Health student. Attached is a template for advertising your internship project on 
the College’s website. By following this template and filling in the information 
requested in the italicized print, you will have the best chance of locating an 
appropriate intern for your project. Please refrain from using graphics in your 
advertisement because they will not translate into our webpage format and must 
be removed.

If you have an interest in recruiting students who are pursuing a Bachelor of 
Science with a major in Public Health, please send the advertisement to 
Stephanie Springer, the Assistant Director for Undergraduate Advising, at 
stephks@email.arizona.edu.

If you are interested in Master of Public Health students, please send me the 
advertisement at cbt@email.arizona.edu.

Your agency’s internship project will be advertised to the appropriate students on 
the website as soon as it is received and reviewed. Should there be any 
questions about the project, we will contact you.

Thank you very much for your interest in and support of the students of the 
College of Public Health!
Organization Name
Arizona Center for Rural Health (AzCRH), University of Arizona College of Public Health

Organization Background:
The Arizona Center for Rural Health serves Arizona through its core mission to improve the health and wellness of Arizona’s rural and underserved populations. It houses programs including the State Office of Rural Health (AzSORH), the Rural Hospital Flexibility Program (AzFlex), the Small Rural Hospital Improvement Program (AzSHIP), Western Region Public Health Training Center (WRPHTC), AzCRH Navigator Consortium and Students Helping Arizona Register Everyone (SHARE). The Arizona Center for Rural Health was established in 1981. AzCRH works with and provides technical assistance to rural health clinics, critical access hospitals, rural non-profits and other statewide and national partners to bring resources to rural populations. The AzFlex Intern will help the Center provide support for health system development and community engagement for the CAHs to ensure the delivery of quality healthcare in rural areas.

Internship Project Title
Arizona Center for Rural Health Medicare Rural Hospital Flexibility Program (Flex)

Internship Project

Project Description
The AzCRH Flex Intern will help the Center provide technical assistance to Critical Access Hospitals (CAHs) in various core areas, such as quality improvement and operational & financial improvement. Activities could include synthesizing data from community health needs assessment for each of the CAHs, assisting with the Medicare Beneficiary Quality Improvement Project (MBQIP), compiling resources pertaining to healthcare delivery and issues occurring in rural areas, participating in community events and meetings with AzCRH staff, submitting travel reimbursement paperwork online, preparing annual conference materials, assisting with AzCRH programs (AzSORH, AzSHIP, AzCRH Navigator Consortium, SHARE, Western Region Public Health Training Center, etc.), and other duties as assigned. Excellent written and verbal skills are mandatory. Other involved departments may include College of Medicine and any of the University of Arizona Health Sciences.

Internship project keywords (check all that apply). These keywords help students search for internships in our database based on their areas of interest:
When:
☒ Summer 2018
☒ Fall 2018
☐ I want this listing to remain active indefinitely and we will accept applications from students for any upcoming semester.

Where
Office Hours: MEZCOPH (2nd floor in AzCRH), cubicle 10-15 hours/week
Events/Meetings: located statewide, sometimes in Pima County, sometimes in other neighboring rural counties. Travel to be discussed with AzCRH Associate Director and Flex Program Manager for each event.

Student Characteristics
Student must be organized and diligently check their email (responses are expected within 24-48 hours). Preferred experience and skills include:

- Ability to communicate effectively and in a friendly and personable manor with students, faculty, staff and general public and handle one’s self in a professional manner at all times.
• Must be reliable and dependable (i.e., report to work and/or events as scheduled).
• Demonstrates excellent verbal and written communication skills.
• Proficient in basic computer skills in Microsoft Office software (i.e., word processing, spreadsheets, presentations, web sites, and creating/updating databases)
• Knowledge of office telephone etiquette and courteous communications with public.
• Knowledge of the operation of a variety of office machines including personal computers, telephones, and copiers.
• Must like working with public, be dependable, prompt, and willing to work flexible hours.
• Ability to manage confidential information with complete discretion.

Level of Expertise Needed:
☒ MPH
☒ Undergraduate
☐ Either

Supervision
Direct: Jill Bullock
Arizona Center for Rural Health Associate Director
University of Arizona Bachelor of Fine Arts (1983)
Expertise: Network Development, Building and Sustaining Partnerships, Promoting Quality Reporting and Improvement, Addressing Community Health Needs, Healthcare Access and coverage, marketing and promotion of workshops and webinars, grant management/tracking and managing the Arizona Rural Hospital Flexibility Program.

Indirect: Alyssa Padilla, MPH
Arizona Center for Rural Health Special Projects Coordinator
Mel & Enid Zuckerman College of Public Health (Practice, August 2013)
University of Arizona, Eller College of Management (Marketing, May 2009)
Expertise: Reproductive Health, Health Insurance Coverage (Medicaid, KidsCare, the Marketplace, Affordable Care Act), Prescription Drug Misuse & Abuse, Behavioral Health, Policy, Marketing, Online Social Media, Program/Event Planning, Operations

Compensation/Benefits
Unpaid Internship
Travel is to be discussed with supervisor; potential to attend the Arizona Rural Health Conference (Summer) or Arizona Rural Policy Summit (Spring).
Application Contact Information

Email Melissa Quezada at melissaquezada@email.arizona.edu

1) Résumé

2) One paragraph (200 words max) stating interest and two extraordinary reasons the Center should consider you for the AzFlex Internship.