U.S. Department of Health and Human Services
Office of the Secretary
Office of the Assistant Secretary for Health
Office of Adolescent Health

Internship Opportunities for Graduate School Students

The Office of Adolescent Health (OAH) within the U.S. Department of Health and Human Services (HHS) is currently seeking graduate school interns for unpaid internship positions during Fall 2014, Winter 2014-2015, and Summer 2015.

OAH is dedicated to improving the health and well-being of adolescents to enable them to become healthy, productive adults. First funded in 2010, OAH supports and evaluates evidence-based teen pregnancy prevention (TPP) programs and implements the Pregnancy Assistance Fund; coordinates HHS efforts related to adolescent health promotion and disease prevention; and communicates adolescent health information to health professionals and groups, those who serve youth, parents, grantees, and the general public. OAH is the convener and catalyst for the development of a national adolescent health agenda. Learn more about OAH via the following links: http://www.hhs.gov/ash/oah/ and http://www.hhs.gov/ash/oah/about-us/oah_overview.pdf.

Position Duties and Responsibilities

OAH interns will work to assist a multi-disciplinary team of professionals, across three divisions, who manage a large portfolio of adolescent health projects. Some of these projects include a performance management system and national grant evaluations; serving as the lead HHS office for adolescent health topics; communicating about adolescent health nationally to providers, practitioners, parents, and caregivers through traditional and social media channels; and developing and implementing various strategic planning and policy activities.

As a part of their internships, OAH interns can expect to acquire a general knowledge and understanding of HHS and OAH activities, work under the guidance of senior OAH staff, and assist OAH staff with meaningful projects relevant to their area of interest and level of experience. Interns will be asked to identify and complete a specific project of interest and significance to the office as a part of their internship experience. Each intern will be expected to provide a final presentation highlighting the project they completed during the internship. This presentation will be delivered to the OAH team at a staff meeting prior to the end of the internship.

Potential duties and responsibilities of OAH interns include, but are not limited to:

- Contributing to adolescent health projects of significance to OAH (these projects will be assigned based on the student's area of interest and level of experience, and may include policy papers, research briefs, literature reviews, info-graphics, fact sheets, or e-updates, among other projects);

- Assisting OAH staff in developing reports, briefings, and memorandums on adolescent health;

- Aiding OAH staff with the maintenance and information content of the office website;

- Assisting OAH staff with planning and staffing upcoming meetings, conferences, and events;

- Helping OAH staff prepare PowerPoint presentations, talking points, contact lists, and reference lists, for OAH presentations; and

- Assisting with the tracking and implementation of OAH's strategic plan.

Qualifications:

The OAH Intern:

- Must be enrolled in an accredited graduate school (view U.S. Department of Education accredited institutions, here);

- Must be a U.S. citizen, or national, or lawfully admitted to the United States as a permanent resident;

- Must possess the ability to excel while multi-tasking with an array of deadlines;

- Must take initiative, be resourceful, and be able to work on projects in a team environment as well as independently;

- Must demonstrate proficiency in Microsoft Office products, such as PowerPoint, Excel, Outlook, and Publisher;

- Must be a team player and work positively in a team environment;

- Should have exceptional analytical, critical thinking, organizational, written, and verbal communication skills;

- Should be able to develop and implement projects effectively; and

- Should have a concrete understanding of adolescent health.

General Information about the OAH Graduate Student Internship

- OAH is located in Suite 700 in the Tower Oaks Building (1101 Wootton Parkway, Rockville, MD 20852).

- This internship will be unpaid, but students are encouraged to apply for funding opportunities, and class-credit opportunities, through their school programs.

- OAH has the ability to cover some public transportation costs for interns through the HHS Transhare program.

- OAH officials will provide ongoing performance feedback and issue graduate students a performance evaluation upon completion of volunteer service.

- OAH offers Fall, Winter, and Summer graduate student internship opportunities:

  - Fall
    - Application deadline: **July 21, 2014**
    - Applications will continue to be accepted on a rolling basis thereafter until the internship positions are filled.
    - Graduate student interns must work a minimum of four days in-person per week.
    - The Fall term is contingent upon the student's course schedule, but can begin as early as August 2014 and end as late as December 2014.

  - Winter
    - Application deadline: **November 3, 2014**
    - Applications will continue to be accepted on a rolling basis thereafter until the internship positions are filled.
    - Graduate student interns must work a minimum of four days in-person per week.
    - The Winter term is contingent upon the student's course schedule, but can begin as early as December 2014 and end as late as April 2015.
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  - Summer

    - Application deadline: **March 2, 2015**
    - Applications will continue to be accepted on a rolling basis thereafter until the internship positions are filled.
    - Graduate student interns must work a minimum of four days in-person per week.
    - The Summer term is contingent upon the student's course schedule, but can begin as early as May 2015 and end as late as August 2015.

How to Apply:

Email oah.gov@hhs.gov, by July 21, 2014 for the Fall term, November 3, 2014 for the Winter term, and March 2, 2015 for the Summer term, the following items:

- Resume/CV;

- Cover letter;
- Unofficial transcript from your current school of education (scan and email);
- A writing sample of 3 pages or less (this can be taken in part from a school report or paper, or be a proposal for a potential project the student could work on during the internship); and
- Contact information for three references (name, position, company/organization, phone number, and email address). One reference should be a professor or school advisor.

Questions/concerns for the OAH internship program should be directed to (240) 453-2846, or oah.gov@hhs.gov.