

**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 Undergraduate and Graduate School Students

The [Office of Adolescent Health](#) (OAH) within the U.S. [Department of Health and Human Services](#) (HHS) is currently seeking undergraduate and graduate school interns for unpaid internship positions during the Fall and Spring/ Summer months.

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 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 to nation-wide 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 develop 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, or e-updates, among other projects);

- Assisting OAH staff in developing reports, briefings, and memorandums on adolescent health;
- Assisting OAH staff with the maintenance and information content of the office website;
- Assisting OAH staff with planning and staffing upcoming meetings, conferences, and events; and
- Assisting OAH staff in preparing PowerPoint presentations, talking points, contact lists, and reference lists, for OAH presentations.

Qualifications:

The OAH Intern:

- Must be enrolled in an accredited undergraduate or graduate school;
- 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 Undergraduate and 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 offers Fall and Spring/ Summer undergraduate and graduate student internship opportunities:

- Fall
 - Application deadline: August 16, 2013
 - Undergraduate and graduate student interns are eligible to work full-time (40 hours/week), part-time, or remotely.
 - The Fall term is contingent upon the student's course schedule, but can begin as early as September and end as late as January.

- Spring/ Summer
 - Application deadline: February 4, 2014
 - Undergraduate and graduate student interns are expected to work full-time (40 hours/week), part-time, or remotely.
 - The Spring/ Summer term is contingent upon the student's course schedule, but can begin as early as March and end as late as August.

How to Apply:

Email oah.gov@hhs.gov, by August 16, 2013 for the Fall term, and February 4, 2014 for the Spring/ Summer term, the following items:

- Resume/CV;
- Cover letter;
- Unofficial transcript from your current school of education (scan and email);
- Writing sample under 5 pages (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).

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