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## **Summer 2025 Impact Interns Position Description**

### **Organization Information**

**Organization Name:** Public Health Science Program at University of Maryland

**Address:** 4200 Valley Drive, Suite 2367 College Park, Maryland 20742

**Organization Website:**

<https://sph.umd.edu/academics/departments-units/public-health-science>

**Organization Description:** The Public Health Science undergraduate program at the University of Maryland's School of Public Health provides students with a rigorous foundation in public health, integrating core knowledge areas such as chemistry, anatomy, physiology, microbiology, genetics, and math. We prepare students for careers in health professions by equipping them with the essential skills to address public health issues at local, national, and global levels.

### **Position Logistics**

**Intern Preference:** No preference

**Start and End Date:** June 2, 2025 – Aug 15, 2025 (Flexible)

**Hours per Week:** 20 (Flexible)

**Number of Weeks:** 10

**Expected Daily Hours:** 10am – 3pm (Somewhat flexible)

**Important Availability Dates:**

**Location:** Hybrid of in-person and remote work (3 in-person days each week)

### **Position Information**

**Core Technical Skill Set:**

- Evaluation - includes survey analysis, collecting participant feedback, and data management
- Partnership Development - involves stakeholder research and outreach to new potential partners

**General Duties and Responsibilities:**

Expansion of the Do Good Campus Funded course - Public Health Science in Action: Applied Health Solutions

- Identify and establish partnerships with community organizations, healthcare providers, and other stakeholders to support the expansion of the Do Good Campus Funded course: Public Health Science in Action: Applied Health Solutions

- Maintain and strengthen existing partnerships through regular communication and collaboration.
- Assist in organizing meetings, workshops, and events to engage partners and promote the program.
- Collect and analyze feedback from previous students and community partners to assess the effectiveness of the Do Good Campus Funded course.
- Prepare detailed reports and presentations based on data analysis to inform program improvements.

#### Catalyst Initiative for Aspiring Pre-Health Students

- Develop comprehensive impact reports for the Catalyst Initiative, highlighting key achievements, challenges, and outcomes.
- Collaborate with the program team to integrate feedback and data insights into program development.
- Assist in the preparation and dissemination of promotional materials and updates about the program.

#### **Specific Deliverable(s):**

- Expansion of the Do Good Campus Funded course: Public Health Science in Action: Applied Health Solutions
  - Partnership Development:
    - Identify and establish partnerships with community organizations, healthcare providers, and other stakeholders to support the expansion of the Do Good Funded course: Public Health Science in Action: Applied Health Solutions
    - Maintain and strengthen existing partnerships through regular communication and collaboration.
    - Assist in organizing meetings, workshops, and events to engage partners and promote the program.
  - Data Analysis
    - Collect and analyze feedback from previous students and community partners to assess the effectiveness of the Do Good Funded course.
    - Use statistical tools and software to interpret data and generate insights.
    - Prepare detailed reports and presentations based on data analysis to inform program improvements.
- Catalyst Initiative for Aspiring Pre-Health Students
  - Impact Reporting
    - Develop comprehensive impact reports for the Catalyst Initiative's Spring 2025 Cohort, highlighting key achievements, challenges, and outcomes.
      - The mission of the Catalyst Initiative is to reduce barriers to entering the health professions. It is leading the effort to increase diversity among future leaders in medicine, science, & public health.

- Gather qualitative and quantitative data from program participants, mentors, and stakeholders.
- Create visually appealing and informative reports that effectively communicate the program's impact to various audiences, including donors.
- Collaborate with the program team to integrate feedback, data insights, and new strategies into program development.

**Qualifications:**

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with team members and external stakeholders
- Ability to create detailed reports and presentations that effectively communicate findings and recommendations.
- Strong analytical skills and ability to interpret quantitative and qualitative data to generate insights and inform program improvements.
- Ability to maintain confidential information.

**Preferences:**

- Knowledge of program evaluation and impact reporting.
- Experience with partnership development and community engagement
- Ability to develop and implement new ideas and strategies based on feedback
- Strong organizational skills and attention to detail
- Ability to work independently and take initiative

**Physical Demands of Position:** All physical activity and environmental conditions are those normal to and expected in an office setting.