



Job Title:	Open Cities Health Center Intern		
Desired interests/ background:	<p>Self-directed students with an interest in working in a clinical setting, collaborating with community organizations, and building their data-gathering skills should apply.</p> <p><i>Incoming MCH students are encouraged to apply.</i></p>		
Location & Travel:	In-person at Open Cities Health Center, 409 Dunlap St. N., St. Paul, MN 55104	Hours/week:	5 hrs/week (arranged with supervisor)
Time frame:	Fall 2025 and spring 2026 (September 15, 2025-May 24, 2026) with the option to renew next school year.* <i>Preference will go to first-year MCH applicants who are interested in a two-year position.*</i>	Pay:	\$2,000/year (dependent on start date/hrs per week) paid by the <u>Center for Leadership Education in Maternal & Child Public Health</u> <i>Funding is determined annually and dependent on the Center's budget</i>
Requirements:	<p>Must be (1) an enrolled UMN MCH graduate student in fall 2025 and (2) eligible to work in the US (citizen of the US or a foreign national having in their possession a visa permitting permanent residence in the US, or a non-citizen national).</p> <p><i>Due to clinic setting, must be fully vaccinated (including COVID-19 primary series and booster, and flu vaccination).</i></p> <p><i>1st year/incoming MCH students are encouraged to apply.</i></p>		
Details:	The MCH student selected for this position will work directly with and be supervised by Dr. Julia Joseph-Di Caprio. This <u>deployment</u> is offered through and funded by the <u>Center</u> , a HRSA-funded <u>Center of Excellence</u> .		

ABOUT

This internship position is with Open Cities Health Center, a local federally qualified health center. ***This internship furthers Open Cities' quality work by working with Open Cities' Associate Medical Director to contact patients due for well visits or follow-up on chronic medical conditions and help them return to Open Cities for care. This position will also have the opportunity to participate in Open Cities' community outreach events.***

PREFERRED SKILLS

- Ability to connect with people and establish effective working relationships
- Organized, responsible and detail-oriented
- Outstanding leadership skills: ability to take initiative, work independently, ask questions, clarify directions and tasks as needed
- Interest or experience in the promotion of health equity and health quality
- Project management skills; ability to plan, organize and prioritize workload in an efficient and timely manner
- Take direction, understand and effectively carry out complex oral and written directions
- Able to maintain the confidentiality of patient and family information

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mch.umn.edu/academics/studentopps



- Ability to conduct literature searches and identify vital information for public health
- Comfort and proficiency with computer programs such as: Microsoft Word, Excel, PowerPoint, Access or database systems (ability to do data entry and assist with reports)

QUALIFICATIONS AND REQUIREMENTS

The funding for this position requires that the student must:

1. Be eligible to work in the US (citizen of the US or a foreign national having in their possession a visa permitting permanent residence in the US, or a non-citizen national)
2. Be a registered MCH MPH student in Fall 2025 and Spring 2026*
3. Have proven ability to write proficiently and at professional level in English
4. **Must be fully vaccinated (including COVID-19 primary series and booster, and flu vaccination).**

ROLE DESCRIPTION AND RESPONSIBILITIES

- Assist Open Cities Health Center Associate Medical Director in improving health outcomes by:
 - Using Open Cities' electronic health record to identify patients due for well visits and follow-up of chronic health conditions,
 - Contact these patients and help them get an appointment; and,
 - Track success of the improving health outcomes outreach efforts..
- Support Open Cities' community outreach efforts.
- Participate in meetings as needed (virtual and/or in person)
- Fulfill Center obligations:
 - Attend a Center-hosted deployment orientation session
 - Complete a Student Spotlight feature for the Center's website
 - Attend four MCH Student Interest Group (MCHSIG)- or Center-hosted events/year
 - Fill out Center surveys
 - Use Center branding on products, posters and other materials resulting from deployment
- Other tasks may be assigned as needed

TO APPLY FOR FALL 2025

Due to funding restrictions, Center opportunities are strictly for UMN MCH students who are eligible to work in the US (citizen of the US or a foreign national having in their possession a visa permitting permanent residence in the US, or a non-citizen national).

Email your cover letter, resume/CV, and two references to Dr. Julia Joseph-Di Caprio at josep035@umn.edu. Qualified students will be contacted for an interview by the site supervisor between July 7-28. Interviews will be complete by August 4, and offers made to students by site supervisor no later than August 4.

The start date for the position is September 15, 2025.
