

**2009 Internship Opportunities
ASPH Summer Internship Program**

Request for Applications

ASPH represents the 40 Council on Education for Public Health (CEPH)-accredited schools of public health (SPH) in North America. ASPH promotes the efforts of schools of public health to improve the health of every person through education, research and policy. Based upon the belief that "you're only as healthy as the world you live in," ASPH works with the government and other professional organizations to develop solutions to the most pressing health concerns and provides access to the ongoing initiatives of the schools of public health (see www.asph.org).

ASPH has a summer internship program open to students or recent graduates of ASPH-member schools of public health. The internship will provide a unique experience where students or graduates can apply their skills and knowledge learned in the classroom to real public health situations. The ASPH Summer Internship is a mutually beneficial opportunity for ASPH and the student.

1. Eligibility

Students or recent graduates and early career professionals with MPH or Doctorate degrees (within five years of graduation) may apply for the internship program. Candidates must be students/graduates of an ASPH-member graduate school of public health accredited by the Council on Education for Public Health. (A full list of accredited ASPH-member schools can be accessed via the ASPH website at <http://www.asph.org>).

Applicants must also be U.S. citizens or hold a visa permitting permanent residence in the U.S. (i.e., have a U.S. "green card") to be eligible for the internship program.

2. Period of Performance

Internship positions are full-time opportunities for the duration of 10 weeks beginning in June 2009. The exact dates will be decided upon between the selected applicant and the ASPH Mentor.

3. Location

The ASPH Summer Intern will be placed at ASPH Headquarters, in Washington, DC.

Association of Schools of Public Health
1101 15th Street, NW, #910
Washington, DC 20005

4. Internship Opportunities Available

There are currently two potential internship opportunities available for the 2009 ASPH Summer Internship Program. These positions will be coordinated by the Association of Schools of Public Health (ASPH).

Health Marketing Intern

Responsibilities will include:

- Research and develop publication-ready materials which articulate dual health professions career paths, such as DVM/MPH and MD/MPH. Specifically, materials will include how joint degree programs work, what role such professionals play in public health, examples of career paths, and links to other related resources. In many cases the intern will be expected to work with other professional associations to develop this information and to conduct interviews of working professionals with various credentials and backgrounds.
- Integration of information on core areas of public health from the www.asph.org website to the www.whatispublichealth.org website. This could include expansion of the succinct descriptions currently available.
- Assist with the identification of exhibit and recruitment opportunities and participation in some of those that are held during the internship period.
- Development of other social marketing materials.
- Assist staff in other related tasks.

Preparedness Intern

Responsibilities will include:

- Researching existing graduate public health institutions that offer graduate degree specialties and certificate programs in public health preparedness.
- Researching and assessing existing competency-based preparedness training programs offered by accredited schools of public health.
- Assisting with the development and implementation of the marketing plan including identification of exhibit and marketing opportunities for CPHP network products and reports.
- Assist staff in other related tasks.

5. Funds Available

The stipend level for the internship position will be \$6,250, paid in 4 equal installments over the ten-week period of the internship.

6. ASPH Responsibilities

For each task described, ASPH staff will provide an oral or written description of the task and will explain to the intern how to best accomplish tasks. The intern will be encouraged to exercise his/her own initiative by suggesting solutions to tasks. The Director of Education and Research will review the intern's work and will provide the intern and ASPH with feedback on project performance.

7. Required and/or Desired Skills and Knowledge

Applicants must have strong organizational, writing, communication, and social skills.

8. Application Procedure

Applications are to be completed online through the ASPH Training Programs Online Application System at <http://www.asph.org/Flapplications/positionList.cfm>. The online application is also accessible through the ASPH website at www.asph.org. All supporting, hardcopy, materials must be sent via traceable delivery service to the ASPH office in Washington, DC. The materials needed to complete an application are detailed on the application form. Incomplete applications will not be accepted. Please see section 12 for detailed application instructions.

Applications must be submitted no later than midnight on:

Friday, April 3rd, 2009

9. Evaluation Criteria

The following criteria will be used to assess the applicant's ability to participate in the internship program.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Quality of Essay	40
Strength of Credentials	25
Previous Experience	25
Recommendations	10

10. Review Committee

Application review will be conducted by ASPH's Director of Education and Research, and other ASPH staff as appropriate. Final Selections will be made on or near May 1, 2009.

10. Final Selection

The selected applicant will be notified immediately by phone and/or by email. The applicants not selected will be notified by email.

11. Contact Information

Supporting application materials (signature page, official transcripts, letters of recommendation, etc.) should be sent via traceable delivery service to:

ASPH Office of Graduate Training Programs
ATTN: ASPH Summer Internship Program
1101 15th Street, NW, Suite 910
Washington, DC 20005
Phone: 202-296-1099

All supporting, hardcopy, application materials must be submitted to the above address. Incomplete applications will not be accepted.

12. Application Instructions

The ASPH Training Programs Online Application System is the centralized application service for applicants from an ASPH member-accredited school of public health. ASPH offers this Web-based application in hopes that it will make our application process easy and convenient for you. You can start immediately to look for training opportunities and not have to wait for us to mail you a package.

<http://www.asph.org/Flapplications/positionList.cfm>

The application is a secure website through which you can apply for ASPH training programs. To begin your online application, please click "Join Now" on the right side of the application page to register. Registration is free and easy. You will create a password protected account so that you can return to work on your application or apply in the future for additional training opportunities. Your information is transmitted through a secured server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by staff. After you complete your application and submit it, you must then mail the required forms to the ASPH offices. No application will be processed until the required forms are received.

Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. If you have updates to your profile, you can update that page at any time. The Profile page includes basic information such as your mailing address, phone number, email address, etc. This information is entered in once. However, you can update the information at any time if your contact information changes.

The following documents will be needed as you work through the online application system:

- Resume (formatted in Word, PDF or Text File)
- The name, email and phone number of two references
- An essay (formatted in Word, PDF or Text File) for each position (or training area) to which you are applying, expressing your interest and qualifications in that particular position or training area.

*Please note that the each file uploaded can not exceed 5 MB.

Applications must be submitted electronically, through the Online Application System, no later than midnight on Friday, April 3, 2009.

In addition to the electronic submission of the application, the following documents **must be submitted as hard copy** to the address below:

- Signature Page (this will be the last page of the application. You will print it, sign it and mail it to the address below.
- Official Graduate Transcripts. These will need to be in a sealed envelope issued by your school.
- Two Letters of Recommendation (from the references provided in the online application)
- A copy of your Green card, if you are not a US Citizen.

NOTE: all hard-copy documents must be received by ASPH no later than 5:00 p.m. (Eastern) the day following the application due-date (in this case, no later than 5:00 PM on Monday, April 6th, 2009.) Your application will not be considered complete, and therefore will not be reviewed, if all hard copy documents have not been received by ASPH by this deadline. Documents received after this deadline will render your application as ineligible for consideration for the program.

All hard-copy documents (signature page, official transcripts and letters of recommendation) must be sent to ASPH in ONE PACKAGE. This means that, unlike previous years, your references may NOT mail their letters themselves. Nor may your school mail your transcript directly to ASPH. The applicant must collect all documents and mail everything to ASPH in one complete package. Incomplete packages will not be accepted.

All supporting application materials must be sent in one package, via traceable delivery service, to:

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1101 15th Street, NW, Suite 910
Washington, DC 20005
Phone: 202-296-1099