



CITY OF CHICAGO

Lori Lightfoot, Mayor

DEPARTMENT OF PUBLIC HEALTH

Allison Arwady, Acting Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID OFFICE OF PERFORMANCE & EVALUATION

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Office of Performance & Evaluation (OPE) is seeking students with an interest in **survey development, administration and analysis** to join our team for an internship. OPE helps CDPH achieve the greatest possible health impact through planning, performance management, quality improvement and evaluation of programmatic and organizational processes, projects and initiatives.

DUTIES: Applicants will need strong written and oral communication skills. Expertise in using Excel for data analysis and visualization is required. Experience with survey platforms such as Qualtrics, Survey Monkey and/or REDcap is desirable. Ability to work on a fast-paced office environment, managing multiple shifting priorities, self-motivated, creativity and positive attitude are a must. One of CDPH's core values is excellence, an OPE intern should be conscientious, detail-oriented, independent and a problem solver in order to design, develop and conduct surveys aimed at improving the culture and public health professionalism of the CDPH workplace and workforce. Duties for this internship include:

- Updating the annual employee survey and bi-annual workforce core competency assessment in an electronic survey system;
- Administering the aforementioned surveys electronically to the CDPH workforce;
- Preparing communications and messaging to staff regarding annual employee survey and bi-annual workforce core competency assessment;
- Performing quantitative and qualitative analyses of survey data to inform CDPH's Strategic Plan, Workforce Development Plan and other organizational initiatives; and

- Preparing data summaries and presentations on survey findings, including data visualizations of key findings for dissemination to leadership and staff.

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification and resume will be required at time of application.

MINIMUM QUALIFICATIONS: Must be a college junior, senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: Open until position filled

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, official/unofficial transcript, original letter of enrollment verification, and resume to Kirsti Bocskay, Director of Performance Improvement, Office of Performance & Evaluation at Kirsti.bocskay@cityofchicago.org with OPE internship in the subject line.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer