



CITY OF CHICAGO
Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH
Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Communicable Disease (Summer Opportunity)

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 Communicable Disease (CD) Program is seeking students with an interest in communicable disease including, but not limited to: hepatitis, arboviral diseases (including Zika Virus), healthcare-associated infections, tick-borne illness, waterborne diseases, and foodborne illness to join our team for an internship. The CD Program monitors the occurrence of communicable diseases in order to detect trends and to assess the public health impact of these diseases. The program also conducts communicable disease investigations and implements control measures routinely and in response to public health emergencies. The CD program educates individuals, communities, health care providers, the media, and policy makers to enhance disease prevention and control efforts.

DUTIES: The CD Program is seeking students to work as unpaid interns assisting with various duties as assigned depending on the program and student's interest area. Applicants will need strong written and oral communication skills. Ability to work in a fast-paced office environment, manage multiple shifting priorities, self-motivation, creativity and a positive attitude are a must. Assigned duties are specific to current operational needs, but potential duties may include:

- Compile and analyze quantitative and qualitative data and incorporate findings into reports;
- Research best practices in other state and local governments public health programs;
- Identify, analyze, and summarize policy and legislation;
- Represent the department through official communications and meetings with external partners;

- Assist in the design and marketing of program materials, assets for social media, web, and e-communications;
- Work with CD Program internal workgroups to increase efficiency of surveillance/investigation procedures
- Perform additional functions to support offsite events, including preparing for and attending such events;
- Perform various administrative functions to support program activities and projects;
- Perform related duties as required.

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification and resume and writing sample 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. Students must be available a minimum of 10 hours per week (a minimum of 150 hours are required over the course of the internship).

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

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

CLOSING DATE: April 30, 2019

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, official/unofficial transcript, original letter of enrollment verification, resume, area of interest (if you have a project in mind please include a brief description as well), your date/time availability (M-F; 8-4 are building hours; please specify times available) and writing sample to Jennifer Levy, Program Director, Communicable Disease Program at jennifer.levy@cityofchicago.org, with INTERN OPPORTUNITY in the subject line.

Due to the high volume of requests received, we regret that we cannot respond directly to all applications. The Communicable Disease program reviews all applications submitted with the required documentation attached and will reach out to qualified applicants as spots become available. Thank you.

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