



# ISANTI COUNTY INTERNSHIP PROGRAM SUMMARY

**PROGRAM:** Public Health Student Internship

**REPORTS TO:** Community Health Supervisor

**DEPARTMENT:** Public Health

**INTERN CODE:** 1103-I

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## **EXAMPLES OF DUTIES:**

- Design and create promotional materials for various public health programs.
- Comply with the Minnesota Data Privacy Act and Health Insurance Portability and Accountability Act.
- Collaborate with staff on various projects and grant activities.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of public health principles, programs, and practices.
- General knowledge of health promotion.
- Knowledge of educational, training, and consultation principles, practices, materials, and tools.
- Ability to speak and present publicly.
- Ability to establish effective working relationships with staff, community, and professional groups.
- Ability to exercise tact, judgement, and initiative.
- Ability to work independently and set own work priorities.
- Effective oral and written communication skills.
- Ability to monitor, record, and report progress and results of program activity.
- Computer skills with general knowledge of Windows 10 and Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS:**

- At least 2 years towards a bachelor's or higher level academic degree in Public Health, Community Health, Health Education, Health Promotion, Nutrition/Food Science, or related area.

Work is performed in the Isanti County Government Center and in the community. Lifting requirement up to 20 pounds on an occasional basis. Types of equipment used may include, but are not limited to personal computer, telephone, fax machine and other general office equipment. Having reliable transportation is recommended as you may have to use your personal vehicle for transportation to events, meetings, conference, etc.