



**Center for
Health
Improvement**

Student Intern Job Description

Position Summary

Under close supervision, the intern assists in the performance of the policy, educational, and technical assistance goals of CHI.

Duties include:

- researching health and policy issues;
- conducting literature reviews;
- participating in key informant interviews and taking clear and comprehensive notes;
- data entry, analysis, and evaluation;
- summarizing articles for inclusion on the Web site or for use in policy papers/issue briefs;
- assisting with logistics for and attending meetings;
- drafting letters and memorandums;
- updating reference lists;
- and other related tasks as assigned.

Qualifications

Must be a registered graduate student or upper division undergraduate student and be an actively enrolled student throughout the entire appointment. Sophisticated knowledge of the Internet, PC competency, and excellent writing skills are a must.

Authority and Responsibility

The intern reports directly to a CHI staff member who will act as a mentor during the internship program. The mentor will be assigned on the first day of work, based on the projects the intern has been assigned to work on. The intern is an important member of the CHI team and provides support and background used to successfully complete projects. The internship will be at the CHI office in Sacramento, CA.

About CHI

The Center for Health Improvement is a national, independent, nonprofit health policy and technical assistance organization dedicated to improving population health and encouraging healthy behaviors. Since its inception in 1995, CHI has used evidence-based research to help public, private, and nonprofit organizations strengthen their capacity to improve the quality and value of health care and enhance public health at the community level.

To express interest in interning at CHI, please submit your resume to Rebecca Dirk, Director of Finance at rdirk@chipolicy.org.