



Fall 2023 Internship Opportunities

CHHS has two Fall 2023 internship opportunities. The Center continues to offer opportunities for students to be engaged in community and professional settings where they may practice their skills and gain experience with a variety of audiences and public health programming as part of internship experiences offered.

Students are encouraged to visit the CHHS website at www.mtsu.edu/chhs to download and complete an application packet. Completed packets should be submitted to Ms. Cynthia Chafin, M.Ed., MCHES® at Cynthia.chafin@Mtsu.edu for consideration. Students should indicate on the application which project is of interest.

Internship Project #1 – Bereavement Support for Grieving Families

Project Description: This intern will support CHHS staff in work specific to an externally funded grant involving infant death scene investigation by trained first responders. A bereavement resource is made available to first responders as part of training facilitated by MTSU CHHS. Updates are made to this resource annually. The student intern will be responsible for making calls, sending e-mails, and other methods of collecting updated data for the resource materials for a revised edition of the publication. The student will be asked to track progress with communications and updates, and will be asked to assist program coordinator with day-to-day tasks associated with the program to understand how a large, statewide professional provider training program is implemented. This student may also provide support in tasks necessary for grant administration for this and other grants administered by MTSU CHHS. *Student will be required to be onsite at CHHS 1-2 days per week (schedule is flexible) with some remote work.

Responsibilities under supervision of CHHS staff will include:

- Being responsible for updating entries in the current bereavement resources manual through e-mails, phone calls, and other communications with community partners;
- Assisting SIDS/Infant Death Scene program coordinator with day-to-day tasks associated with the program to gain an understanding of how a large, statewide professional provider training program is implemented;
- Participating in planning meetings and calls with professionals involved in said programs, as well as monthly staff meetings;
- Developing, with assistance from site supervisor and academic advisor, 2 goals (broad) and 4 objectives (specific) that this project will accomplish;
- Being responsible for identifying and developing a “project within the project” which is approved by his or her advisor and that expands the scope of the project and/or aligns with student goals and personal interests;
- Completing weekly progress reports for CHHS as well as those of the sponsoring academic department.

Requirements:

- Student should be currently enrolled or be a recent graduate;
- Individuals applying for this internship should be willing to commit a total of 360-400 hours to this internship over a semester;
- *Student will be required to be onsite at CHHS 1-2 days per week (schedule is flexible) with some remote work;
- Ideal candidates will be proficient in all Microsoft applications, have the ability to follow instructions, and be willing to engage with members of the health professional community via e-mail, phone calls, and other means of communication.
- Should be organized and possess excellent verbal and written communication skills;
- Able to work in a team environment as well as independently with minimal supervision;
- An interest in maternal/child health is preferred.

Internship Project #2 – Project Diabetes Marketing and Promotion

Project Description: This intern will support the MTSU Project Diabetes staff in marketing and promotion of the *Blue Raiders Drink Up* (BRDU) program. Student will assist program coordinator on development of new marketing materials to be displayed on campus and across various social media platforms. Student will also assist in development of project incentives/giveaway items, help create project specific handouts and educational packets, participate in pertinent meetings, calls and other communications with faculty and staff. Student will assist student ambassadors in on-campus tabling events and will have the opportunity to create their own event. Lastly, student will assist program coordinator in grant reporting and get an inside perspective on grant logistics.

The Center will offer opportunities for interns to be engaged in community and professional settings when possible, where they may practice their skills and gain experience with a variety of audiences and public health programming as part of this internship experience.

Responsibilities under supervision of CHHS staff may include:

- Assist with development of new marketing and promotional materials;
- Create educational materials for BRDU staff to use in events;
- Assist in development of project incentives;
- Participate in meetings, calls, and other communications with other departments, faculty, staff, and community partners pertinent to grant and project activities;
- Assist with grant reporting and tracking for existing grants and projects;
- Participate in identified activities of existing grants and projects based on needs of the center and student areas of interest;
- Completing weekly progress reports for CHHS as well as those of the sponsoring academic department.

Requirements:

- Student should be currently enrolled or be a recent graduate;
- Individuals applying for this internship should be willing to commit a total of 360-400 hours to this internship over a semester;
- Ideal candidates will be proficient in all Microsoft Office applications, have the ability to follow instructions, and be willing to engage with members of the campus community as well as community partners;
- Should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills;
- Able to work in a team environment as well as independently with minimal supervision when needed;
- Access to a car is preferable with travel mainly in the local Murfreesboro and Nashville area; ability to travel on a limited basis throughout other parts of the state is a plus but not required;
- An interest in health marketing and promotion is preferred.

- Knowledge on Canva or other design platforms is preferred.

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