

REPORTS TO: KAGAN GRIFFIN
LOCATION: RENO, NEVADA (HYBRID)

OFFICE OF STATE EPIDEMIOLOGY UNDERGRADUATE INTERN

POSITION SUMMARY

The Office of State Epidemiology Undergraduate Intern will be assisting with transition of paper lab and case records to electronic case and laboratory records, providing assistance with writing disease investigation protocols, and creating standardized operating procedures for EpiTrax use.

Key Projects Include:

- Disease Investigation Protocols
- EpiTrax Operating Procedures
- Electronic case record and electronic laboratory record transition

Essential Position Duties and Responsibilities:

- Assist in digitizing paper laboratory and case records into electronic systems
- Support the development and documentation of disease investigation protocols.
- Collaborate in drafting and refining standard operating procedures for EpiTrax.
- Ensure accuracy and organization of public health data during the transition process.
- Provide general support for epidemiological projects and team activities as needed.

Knowledge and Skills:

- Basic understanding of public health concepts from coursework.
- Familiarity with introductory epidemiology or public health principles, basic research methods and data collection techniques.
- Willingness to learn and adapt to new tools and processes.
- General awareness of data confidentiality, data entry, and ethical standards
- Knowledge of Microsoft Office (Word, Excel) or other commonly used software tools for data management.
- Adaptability and eagerness to learn, with a proactive attitude toward acquiring new skills and knowledge.
- Strong attention to detail gained from completing class assignments or projects.
- Organizational skills developed through managing academic deadlines and multitasking.
- Clear written and verbal communication from participating in presentations or group work.
- Teamwork and collaboration, as demonstrated through group projects or campus activities.

Work environment:

This position is primarily on-site with flexibility for remote work as needed. Interns may occasionally be required to perform duties at the office or within the community, including tasks such as assisting with public health initiatives, supporting disease investigation efforts, attending team meetings, and collaborating on protocol development. The role may involve light travel for community-based assignments or networking opportunities.