NEVADA DIVISION of PUBLIC and BEHAVIORAL HEALTH

REPORTS TO: TRACY PALMER- HEALTH PROGRAM MANAGER II
LOCATION: CARSON CITY, NEVADA (IN-PERSON)

DATA ANALYSIS AND ENTRY INTERN

OFFICE OF DATA MANAGEMENT & COMMITTEE TO REVIEW SUICIDE FATALITIES

POSITION SUMMARY

This internship offers students a hands-on introduction to how data flows within public health systems—and why that flow needs to be protected. As part of the Bureau's effort to strengthen data transparency and compliance, the intern will help develop a centralized tracker for Data Use Agreements (DUAs), allowing various program sections to upload and manage key documents. Through this project, students will gain exposure to real-world public health programs, learn the importance of secure data-sharing practices, and understand how agreements support collaboration between community providers and state program staff. It's a chance to explore public health from the inside out while contributing to meaningful infrastructure improvements.

Essential Position Duties and Responsibilities:

- Efficiency in Microsoft Office programs;
- Detail-oriented with excellent organizational skills and adherence to deadlines;
- Design and Implement Data Use Agreement (DUA) Tracker
- Ability to multitask and prioritize;
- Self-motivated and able to work independently when necessary;
- Strong drive to learn and develop professional skills;

Knowledge and Skills:

- Learn and understand the purpose and function of DPBH as well as the assigned precepting unit or department.
- Ability to keep digital records orderly, maintain document version control, and work with spreadsheets or cloud-based systems to stay on top of submissions.
- Carefully review document content for completeness, dates, and naming conventions to support accurate tracking and review processes.
- Comfortable expressing thoughts clearly in writing and in person, and able to ask thoughtful questions that show initiative and interest.
- Familiarity with digital platforms like Microsoft Office, OneDrive, and shared drives; open to learning new systems as needed.
- Understand the importance of handling sensitive data with confidentiality and professionalism, especially in health-related contexts.
- Motivated to take on tasks, ask for clarification, and complete work reliably with minimal supervision.
- Perform additional duties as assigned by the preceptor.

Work environment:

This position is a hybrid role, with responsibilities performed both in-person and remotely. May be required to perform job duties at the office or within the community to conduct tasks such as presentations, program implementation, and networking.