



List the required skills or previous experiences necessary for interning with your agency.

Special Requirements (i.e., special application, proof of health insurance, immunization records, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with **NCHEC Responsibility(ies)** that align with each duty.

List any important information about your agency.

Would you like to be added to the Department's list of approved sites for future interns?

Yes

No

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**FOR OFFICE USE ONLY:**

Approval of Department Internship Coordinator: \_\_\_\_\_

## Health Education Intern

Supervisor: Tyler G. James, Ph.D., MCHES

[jamesty@med.umich.edu](mailto:jamesty@med.umich.edu)

Dr. James's lab in the University of Michigan's Department of Family Medicine is seeking a pre-professional health education specialist intern for the January – April/May 2023 semester. The lab is focused on disability health equity, informatics, and social epidemiology research.

### Responsibilities, Duties, and Tasks:

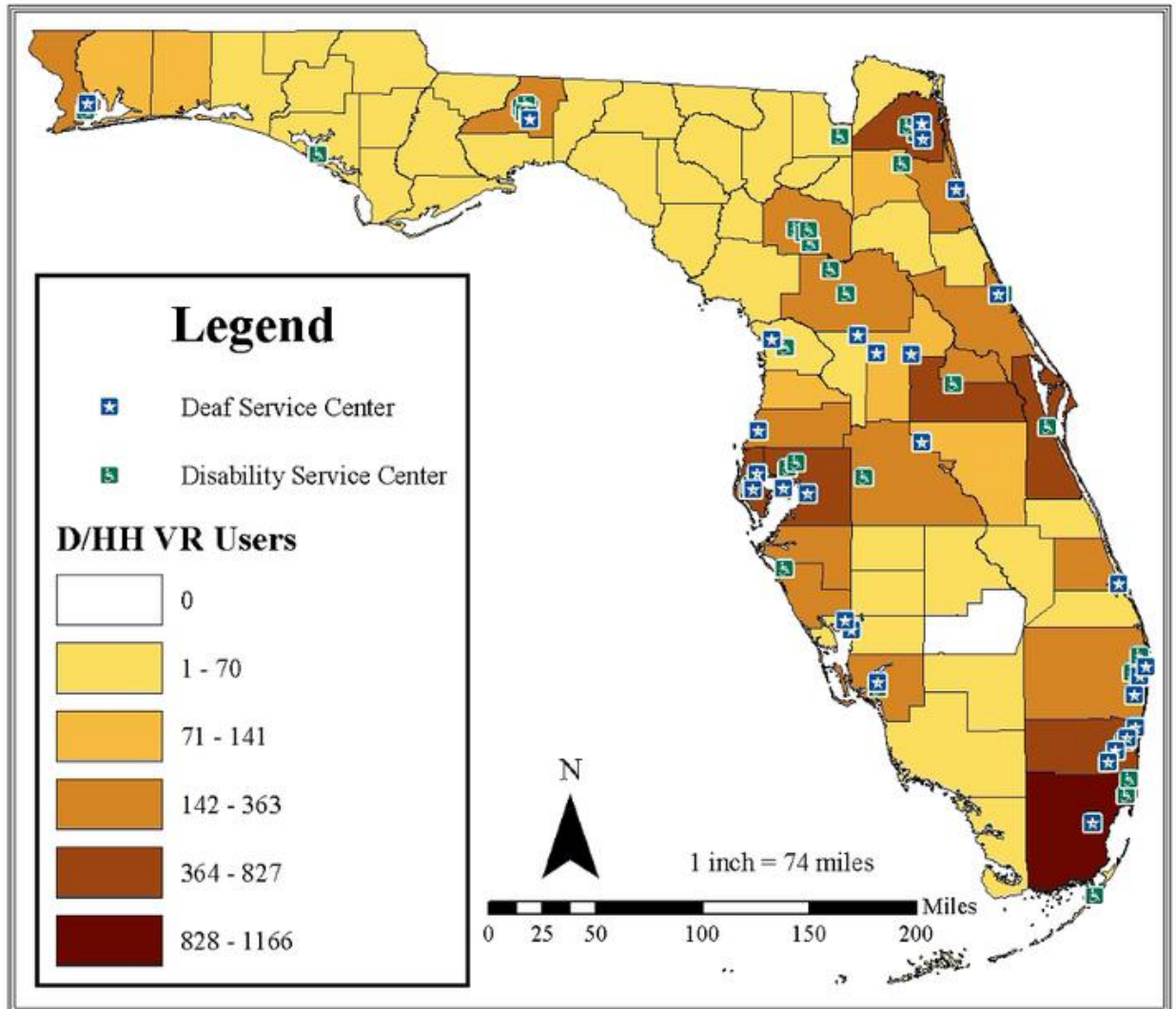
- Participate in weekly one-on-one mentorship meetings to receive feedback on progress and professional development goals, including the development of a career advancement plan (Area VIII).
- Participate in team meetings including (1) the Center for Disability Health and Wellness; (2) Department of Family Medicine Research Meeting; (3) MDisability Program meetings; and, (4) other meetings as assigned, such as project group meetings.
- Provide support for intervention and program planning operations, including developing logic models and drafting evaluation plans. (Area II)
- Provide quality assurance for research data collection, analysis, and reporting activities (e.g., checking statistical tables, proofreading). (Area IV)
- Provide support for research planning activities (e.g., literature reviews). (Area I)
- Collaborate with other researchers and staff to draft manuscripts and presentations, serving as a co-author. (Area IV)
- Support identification of and collaboration with community-based partners for research projects focused on health equity for people with disabilities. (Area I, II, VII)
- Create and implement a checklist to ensure that materials (e.g., Word documents and PowerPoint files) are accessible to people with disabilities. (Area VI)
- Develop a process and workflow for developing plain language summaries and infographics of research articles for public dissemination, including tailored communications for people with disabilities and policymakers. (Area VI)
- Design plain language summaries and infographics of research articles for public dissemination, including tailored communications for people with disabilities and policymakers. (Area VI)
- Assist with qualitative and quantitative data collection, analysis, and reporting. (Area IV)

### Specific Training:

- Content: Knowledge related to healthcare access and utilization for people with disabilities. (Area I)
- Methods: Improving the readability and accessibility of documents for people with disabilities. (Area VI)
- Methods: Applying standardized questionnaires such as CDC Clear Communication Index and Suitability Assessment of Materials. (Area VI)
- Methods: IRB training (Area VIII)
- Methods: HIPAA training (Area VIII)
- Methods: National Standards of Culturally and Linguistically Appropriate Services (CLAS) (Area VIII)
- Methods: Mixed methods training (Area IV)
- Methods: Developing instructional design and training materials in Canvas (Area III)

### Example Projects:

1. **Using GIS to map community-based organizations and service centers serving people with disabilities:** The health education intern will lead a project and identify and use publicly available data to map community-based organizations serving people with disabilities in Michigan. These data can be used for program planning and research activities. Training and support will be provided on using GIS software.



2. **Developing work guides, resources, and public facing communications to improve uptake of Michigan Medicine’s Disability and Accommodations Tab:** Dr. James is a member of the coordinating team of [Michigan Medicine’s Disability and Accommodations Tab](#), under the Center for Disability Health and Wellness. The health education intern will provide support in developing materials using best practices in patient health education and communications.
3. **Developing training materials for undergraduate and graduate research assistants on Canvas:**
4. **Other projects as assigned or of interest to the health education intern:** Other projects may be assigned that are aligned with the NCHEC Areas of Responsibility. In

addition, the health education intern will be encouraged to develop their own project using existing data, literature review, or other methods.

**Required Skills:**

- Proficiency in Microsoft Word, Excel, and PowerPoint.

**Preferred Skills:**

- Experience with survey software, e.g. Qualtrics.
- Knowledge of health education methods and materials.
- Excellent time management and attention to detail.

**Special Requirements:**

- Interns will be required to submit their resume, cover letter describing their interests and background in disability health (it is okay if there isn't any experience, but just tailor this as a learning opportunity), and participate in an interview. There are required trainings that will be provided to the intern.
- Stable Internet connection for Zoom meetings.
- High-quality web camera, microphone, and speakers for Zoom meetings.
- This research group prioritizes social justice, diversity, equity, and inclusion. We approach our work from a stance of understanding fundamental causes of inequity – such as white supremacy, anti-Black racism, ableism –, and seek to unveil these fundamental causes' influence on health. An intern will be expected to support these efforts across a multitude of health topics (e.g., healthcare access and utilization, sexual health).

**Remote Work:** This internship is designed as a remote working opportunity. Dr. James and collaborators at the University of Michigan work primarily in a remote, or hybrid-optional, setting. Accordingly, the internship will not pay for relocation fees. If the intern is interested in living and working on-site in Ann Arbor, Michigan (at their own expense), the internship supervisor will coordinate with the Department of Family Medicine's Research Administration to get on-site access.

**Compensation:** This internship is unpaid.

**About the Supervisor:** Dr. James is a Master Certified Health Education Specialist with 8-years of experience in health promotion needs assessment, evaluation, and research, focused on people with disabilities. He is a triple Gator, with a B.S. in Psychology (2016), M.S. in Health Education & Behavior (2017), and Ph.D. in Health Behavior (2021). He is currently a postdoctoral research fellow in the Dept. of Family Medicine at the University of Michigan. In addition, he has served as an adjunct lecturer in the MPH program for the University of Florida (teaching Theoretical Foundations in Public Health). Dr. James's work focuses on healthcare access, utilization, and delivery among people with disabilities, and the application of disability informatics and social epidemiological frameworks. Dr. James has successfully mentored 5 undergraduate and graduate students in research and health promotion practice, with 4 of those mentees staying for multiple semesters and 3 having served as a co-author on research products.