

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Gainesville FL Date: 08/10/2023  
City State

Agency: UFHR Communications and Worklife

Contact: Patricia Alba

Address: PO Box 115000 Gainesville FL 32611  
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Email: worklife@hr.ufl.edu Website: worklife.hr.ufl.edu

What semesters is your agency available to accept interns?

Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*Monday through Friday from 8 a.m. to 5 p.m. Though atypical, some evening or weekend work might be required during special events. Part-time and full-time positions are available.*

Is office space available to interns?  Yes  No \_\_\_\_\_  
Comments

Is a computer available to interns?  Yes  No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships?  Non-paid Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

*No fringe benefits are included.*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

*Parking is not available on campus for undergraduate students. As it currently stands, parking without a permit is available two blocks from the building (first come, first serve). We also have bike racks.*

*Required attire is business casual (e.g. no miniskirts, torn clothing, etc.; jeans are okay for interns when not working events).*

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

*Excellent knowledge and use of proper grammar skills, strong organizational skills, proficiency in Microsoft Office and Outlook, strong interpersonal skills, ability to research and synthesize information on health and work-life topics. Ideally, the intern will have program planning experience, completion of workplace health promotion course and have good customer service skills.*

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

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

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

*As part of their daily duties, the intern will:*

- Assist in creating and promoting current and upcoming wellness programs and resources.*
- Be involved in supporting programs specific to UF and UF Health employee health promotions.*
- Provide logistical support for programs and workshops as needed and attend departmental and university-wide meetings.*
- Help create wellness content to include in digital and print communications.*
- Assist in creating a yearly calendar and sourcing UF wellness experts for the Wellness Talks podcast*

*Depending upon the semester and the intern's specific skill set, they may also be involved in program planning and implementation, writing articles for the employee newsletter, and development of health education materials.*

*For an overview of our program, visit <http://worklife.hr.ufl.edu>*

List any important information about your agency.

*Our organization offers opportunities for creative involvement in higher education workplace health promotion. UFHR Worklife offers programs, events, resources and advocacy for employee health and well-being within the university community.*

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: HTM (08/15/2023) Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_