

Project description:

The Utah Department of Health (UDOH) has worked closely with the Utah State Board of Education (USBE) since 2002 to conduct the School Health Profiles (profiles) survey. Profiles is a biennial statewide survey of junior high/high school administrators and teachers regarding health policies, physical environments, and curriculum. It is used to direct interventions and evaluate programs within the Bureau of Health Promotion. We are recruiting a temporary, part-time intern to assist in administering the 2022 School Health Profiles Survey.

Tasks for the intern will include:

- Getting permission from the USBE to conduct the survey
- Questionnaire development
- Identifying an incentive and getting at least three bids
- Assembling packets for mailing
- Organizing the mailing of the survey
- Following up as necessary to obtain at least a 70% response rate
 - Email, phone calls, etc.
- Communicating with the Centers for Disease Control and Prevention

Ideal qualifications:

The intern should be dependable, have good communication and interpersonal skill, and have the ability to work independently.

Schedule & pay:

The position will begin in January 2022. It will require about 20 hours per week with possibly more at certain key times. The salary is \$12-14/hour. The specific schedule is flexible.

Contact Wei Beadles (whou@utah.gov) for more information or to apply for the position.