

Internship Vacancy with the Oklahoma Health Care Authority

ANNOUNCEMENT #	POSITION TITLE	DIVISION	UNIT	DESCRIPTION	PREFERRED REQUIREMENTS
<p>1009013</p>	<p>Intern Research Associate</p> <p>(1 position)</p> <p>Grade 8 Up to \$37,573.74</p>	<p>SoonerCare Operations</p>	<p>Opportunities for Living Life</p>	<ul style="list-style-type: none"> ▪ Assist in the development of new initiatives and programs. ▪ Research environment regarding target population, current services, feasibility, limitations, etc. ▪ Participate in the gathering, development, and analysis of data and statistics required for planning purposes to ensure reliable and valid results. ▪ Assists in coordinating reporting activities within the unit and with other divisions utilizing Business Objects to facilitate the efficient use of staff time and resources. ▪ Assists in the review and analysis of database reports and queries for completeness, validity, and clarity. Analyses, compiles and prepares reports for review and for presentations including the use of Power Point and other software tools. ▪ Assists in the preparation of material pertinent to the analysis and evaluation of agency and program operations; analyzes records to determine completeness of documentation. ▪ Receives training regarding the performance and completion of quality assurance/improvement activities. ▪ Interfaces verbally and in writing in a professional and timely manner to clients, providers, contractors and co-workers. ▪ Performs related work as required and assigned. 	<ul style="list-style-type: none"> ▪ Bachelor’s degree; and ▪ Current Enrollment in a related Master’s program (Business, Public Health, Public Administration, etc.) ▪ Preference May Be Given To Candidates With: ▪ Public Health Experience ▪ Research Experience ▪ Database Experience utilizing query skills in MS Access, Excel and/or Business Objects, ▪ State/Government Work Experience ▪ Technical Writing experience; and/or

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