

Internship Position with Oklahoma Health Care Authority; **Contact Jasmin Manschel at (405) 522-7461 for questions about this position.**

ANNOUNCEMENT #	POSITION TITLE	DIVISION	UNIT	DESCRIPTION	REQUIREMENTS
<p><b>1005004</b></p> <p><b>Closes 05/262010</b></p> <p>This position may be filled using posting number 1005003.</p>	<p><b>Carl Albert Intern</b></p> <p><b>Public Information Specialist</b></p> <p>(1 position)</p> <p>Grade 8 \$37,573.74</p>	<p>Communication Services</p>	<p>Public Affairs</p>	<p><b>Position Purpose:</b> Supports the agency's public information activities, primarily by developing written materials, editing publications and answering media-related inquiries. Also assists in the development of informational campaigns and marketing initiatives.</p> <p><b>Principal Activities:</b> The principal activities include the following:</p> <ul style="list-style-type: none"> <li>▪ Assist the OHCA Public Affairs unit by researching, preparing and disseminating news releases and issue briefs; preparing copy for newsletters, columns, articles, brochures, member materials, web pages, and other communication activities. Shows sensitivity in creating materials appropriate to the reading levels and varying cultures of the targeted populations.</li> <li>▪ Assists Public Information Manager with media-related inquiries. Cultivate and maintain relationships with members of the media.</li> <li>▪ Edit copy for grammar and style for agency staff.</li> <li>▪ Assist in the development of audio and video materials to promote the SoonerCare program and educate the general public about Medicaid within targeted deadlines.</li> <li>▪ Coordinate and develop internal or employee newsletters or other relevant publications on an established schedule under supervision.</li> <li>▪ Assist in developing presentations (i.e. PowerPoint's, etc.) for staff who must present to various groups outside the agency.</li> <li>▪ Assist in proofing content of OHCA managed Web sites</li> </ul> <p><b>Language Skills:</b> Advanced knowledge of the English language. Ability to write in news release format utilizing AP style. Ability to edit variety of materials using a thorough knowledge of grammar and medical terminology, and AP style. Ability to quickly and thoroughly research a variety of topics.</p>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Communications, Journalism, Marketing, Public Relations Public Health or related degree field;</li> </ul> <p>AND;</p> <ul style="list-style-type: none"> <li>▪ Current enrollment in a Master's program; and</li> <li>▪ Completion of six (6) graduate hours.</li> </ul> <p><b>Internship Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ After selection the candidate will be required to submit an application, and be accepted, to the Carl Albert Internship Program (CAPIP).</li> <li>▪ For more information please visit - <a href="http://ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html">http://ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html</a></li> </ul> <p><b>Preference May Be Given To Candidates With:</b></p> <ul style="list-style-type: none"> <li>▪ Experience writing in AP Style; and/or</li> <li>▪ Experience working with the media; and/or</li> <li>▪ SoonerCare experience; and/or</li> <li>▪ Work experience in community outreach; and/or</li> <li>▪ Experience developing marketing materials; and/or</li> <li>▪ Experience with, Word, Excel, PowerPoint; and/or</li> <li>▪ Advanced education.</li> </ul>

SUPPLEMENTAL QUESTIONNAIRE

**Carl Albert Intern - Public Information Specialist (1005004)**

Applicant Name:

Date:

Supplemental questions are used to assist us in the evaluation of your application for interview purposes. By answering these questions, you help to reduce the amount of interpretation involved.

**Please complete the questionnaire and attach to a completed application.**

Position Requirements		Select <b>one</b> of the options below that best describes your education and experience. (Double click boxes to check)
I have:		
<input type="checkbox"/>	I have a <b>Bachelor's degree</b> in Communications, Journalism, Marketing, Public Health or related degree field;	
AND:		
<input type="checkbox"/>	I am currently enrolled in a Master's degree program	
AND:		
<input type="checkbox"/>	I have completed (6) six graduate hours	
OR:		
<input type="checkbox"/>	I do not meet any of the requirements as described.	

Information Requested		Please provide the following information	
Degree:	<input type="text"/>	Date Completed:	<input type="text"/>
Please list the position(s) where you obtained the related work experience;			
1)	<input type="text"/>		
2)	<input type="text"/>		
3)	<input type="text"/>		
Total related experience:	<input type="text"/>	Years	<input type="text"/>
			Months

Position Preferences		Check all that apply and indicate where you obtained the experience					
<b>I HAVE:</b>	(Double click boxes to check)						
<input type="checkbox"/>	SoonerCare experience						
	Place and dates where you obtained the experience:	<input type="text"/>					
<input type="checkbox"/>	Experience or training working in AP writing Style						
	Place and dates where you obtained the experience:	<input type="text"/>					
<input type="checkbox"/>	Experience working with the media						
	Place and dates where you obtained the experience:	<input type="text"/>					
<input type="checkbox"/>	Experience developing marketing materials						
	Place and dates where you obtained the experience:	<input type="text"/>					
<input type="checkbox"/>	Work experience in community outreach						
	Place and dates where you obtained the experience:	<input type="text"/>					
<input type="checkbox"/>	Advanced Education						
	Degree:	<input type="text"/>	Date:	<input type="text"/>			
<input type="checkbox"/>	I have experience with;						
	MS Word	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None
	MS Excel	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None
	PowerPoint	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None
	AP Writing Style	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None
	Meeting Facilitation	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None