

Oklahoma Health Care Authority Internship Vacancy

ANNOUNCEMENT #	POSITION TITLE	DIVISION	UNIT	DESCRIPTION	PREFERRED REQUIREMENTS
1010004	Intern Research Associate (1 position) Grade 8 Up to \$37,573.74	SoonerCare Operations	Insure Oklahoma	<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

Questions/Contact: Lena Daniels (405) 522-7585

SUPPLEMENTAL QUESTIONNAIRE

Carl Albert Intern –Research Associate (1010004)

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 **one** of the options below that best describes your education and experience.
(Double click boxes to check)

I HAVE:	
<input type="checkbox"/>	A Bachelor's degree;
AND:	
<input type="checkbox"/>	I am currently enrolled in a related graduate program (e.g., Business, Public Health, Public Administration, etc);
AND:	
<input type="checkbox"/>	I have completed 6 credit hours of graduate-level coursework;
AND:	
<input type="checkbox"/>	I have been accepted into the Carl Albert Public Internship Program (CAPIP, this step may be completed <i>after</i> being selected for the OHCA internship).
OR:	
<input type="checkbox"/>	I do not meet any of the requirements as described.

Information Requested

Please provide the following information

Degree:		Date Completed:	
Please list any position(s) where you gained relevant research experience:			
1)			
2)			
3)			
Total experience:		Years	Months

Position Preferences

Check all that apply and indicate where you obtained the experience

I HAVE:	(Double click boxes to check)						
<input type="checkbox"/>	Public Health work experience						
	Place and dates where you obtained the experience:						
<input type="checkbox"/>	Research Experience						
	3 projects that you have researched:						
<input type="checkbox"/>	Database Experience utilizing query skills in MS Access, Excel and/or Business Objects,						
	Place and dates where you obtained the experience:						
<input type="checkbox"/>	State/Government work experience						
	Place and dates where you obtained the experience:						
	Degree:		Date:				
<input type="checkbox"/>	Technical Writing Experience						
	Type:		Date:				
<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
	Meeting Facilitation	<input type="checkbox"/>	Proficient/Daily Use	<input type="checkbox"/>	Weekly/Monthly Use	<input type="checkbox"/>	None