

Announcement # 0912006
Title of position: Intern – Research Associate
Grade: 7

Division: Policy, Planning & Integrity
Unit: Planning & Development
Salary: \$35,307.84

Interviews for this position may begin immediately – Posted until Filled

The Oklahoma Health Care Authority (OHCA) is on the forefront of innovative solutions to resolve the affordability challenge of health care. We are looking to find an individual to work in our Planning & Development Unit. This is your chance to work with an organization committed to increasing the accessibility of quality healthcare for Oklahomans. We welcome all applicants, but be aware that the OHCA is fundamentally a team-orientated agency that encourages initiative. One day could see you addressing a roomful of employers with a Power Point presentation; the next you could be stuffing 100 goodie bags for a marketing effort. We look forward to seeing your application if this sounds like an excellent step on your career path.

Typical Functions May Include:

- Assist in producing and analyses database reports as requested on scheduled or ad-hoc basis utilizing a variety of software applications such as Business Objects, Access, Excel and PowerPoint.
- Participates in gathering, development, and analysis of data and statistics required for planning purposes to ensure reliable and valid results.
- Performs research analyzing and evaluating data, and compiles information from a wide variety of sources.
- Performs comparative analysis of research findings pertinent to planning efforts.
- Assists with the facilitation of planning groups in the completion of projects for the purpose of discussion and/or consensus concerning specific projects.
- Attends and participates in various meetings to discuss aspects of projects and monitor deadlines as directed.
- Assists with activities used to compile and maintain information on developing projects, such as preparing detailed reports on background research and project status, including task plans, timelines, and concept/white papers.
- Works with unit / division staff to identify the most appropriate means of utilizing software applications 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. Analyzes, 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.
- Interfaces verbally and in writing in a professional and timely manner to clients, providers, contractors and co-workers.
- Performs related work as assigned.

Preferred Requirements:

- Bachelor's degree; and
- Current enrollment in a related graduate program (e.g., Business, Public Health, Public Administration, etc); and
- Completed 6 credit hours of graduate-level coursework; and
- Acceptance into the Carl Albert Public Internship Program (CAPIP, this step may be completed *after* being selected for the OHCA internship).

Preference May Be Given To Candidates With:

- Experience w/MS Word, Excel, Powerpoint
- Experience with group presentations; and/or
- Health insurance work experience; and/or
- Research experience; and/or
- Government work experience; and/or
- Advanced Education.

**For questions regarding this specific position, contact
Jasmin Manschel at the Oklahoma Health Care Authority
(405) 522-7093**

