

**Student Intern/Data manager p/t
Beginning Mid- August 2009-ongoing**

Summary:

Collection and analysis of data through the program's centralized database and other information to ensure completion of mandatory grant reports, department productivity and statistical reports are produced and submitted in an accurate and timely manner. Knowledge of HIV/AIDS or other health related fields a plus.

Skills or Special Abilities:

- Must be able to successfully pass the Standard-level Microsoft Access test, with a minimum score of 80%.
- Must be able to successfully pass the Standard-level Microsoft Excel test, with a minimum score of 80%.
- Must have excellent verbal and written communication skills.
- Must be able to demonstrate an expert knowledge of program evaluation methods, statistical analysis, research skills, management information systems, and strategic planning.
- Must be able to demonstrate proficiency in personal computer usage.
- Must be able to demonstrate an expert working knowledge of statistical analysis, database design and analysis and management information systems.
- Must be able to demonstrate knowledge with regard to the software application used in the assigned area.
- Must have a working knowledge of the current Microsoft Office Suite.
- Must demonstrate the ability to develop, plan and implement short and long-range goals.
- Must demonstrate knowledge of current and emerging trends in technologies in areas of expertise.
- Must be able to demonstrate skills in organizing resources and prioritizing goals.
- Prefer a working knowledge of Seagate Crystal Reports and Microsoft SQL.
- Prefer a working knowledge of statistical software, such as SPSS or an equivalent

Interested students need to first contact Rachael Jackson via email (rajackso@hsc.unt.edu) and provide her their (1) resume/cv and (2) list of completed biostatistics and epidemiology coursework.