

# **GHI INTERN: POSITION DESCRIPTION**

## **Eligibility:**

All Dartmouth College sophomores, juniors, and seniors are welcome to apply. The internship commitment varies by term; there will be one intern selected for summer and fall terms, and another intern who will serve Fall, Winter, and Spring for the 2013-2014 year. Students must be on campus for all terms of their internship.

## **Responsibilities:**

The Intern will be responsible for managing student programs, global health projects, and communications at the Global Health Initiative at the Dickey Center. The individual will work closely with Jessica Friedman, the GHI Program Manager, and Dr. Lisa Adams, the Dean of Global Health at the Geisel School of Medicine, within the global health operations arm of the Dickey Center.

The primary responsibilities of the intern are to promote global health fellowships and to advise students on global health opportunities at the Dickey Center. This could include, but is not limited to, monitoring the GHI email account, holding office hours to meet with interested individuals, marketing GHI internships, and drafting documents and blurbs for the Program Manager. Ideal applicants have a demonstrated interest in global health and past experience with Dickey Center programs, so they can testify to experiences in the field. Additionally, the Intern must be knowledgeable of other Dickey programs and coordinate with the other Dickey interns to promote opportunities.

Other responsibilities of the intern include designing, organizing, and implementing global health orientation programs for students traveling abroad. In the past, interns have also conducted focus groups and ethics training in global health. The Intern will also be responsible for managing a research study involving tuberculosis in international travelers. Collectively, this individual provides a gateway to global health at Dartmouth, and should maintain connections with a variety of contacts and organizations.

The Intern will work for approximately 7-12 hours a week, although the timing may vary depending on the current state of projects at GHI.

## **Qualifications:**

All majors are welcome to apply. Relevant experience in global health is required; this could involve coursework, research, and/or extracurricular involvement in global health activities. Prior field experience (domestically or internationally) is encouraged. Applicants should have strong written or oral communication skills, as well as good time-management and organizational skills.

**To apply please send a statement of interest (400 words max) and resume to [GHI@dartmouth.edu](mailto:GHI@dartmouth.edu) by noon on Friday, May 24. Selected applicants will be invited to interview during the week of May 27. Only apply if you will be on 13F, 14W and 14S.**