

Minnesota Department of Veterans Affairs, Veterans Health Care (VHC)

2019 Urban Scholars Position Description

Job Duties

Undergraduate

Conduct identified projects such as literature searches, data analysis and policy and procedure development. Data analysis projects could be related to quality measures, review of electronic systems, and operational/financial analysis. Write findings and recommendations in a report and present to VHC Leadership and other interested staff.

Develop identified quality projects to improve the care of our residents. Projects may be within the pharmacy, Central Office, Minneapolis Veterans Home, or Minneapolis Domiciliary. One example is health education in the long-term care environment. Other projects may be related to organizational systems to track and manage education needs of staff, committee work and in-person agency level working meetings.

Attend identified meetings to gain an understanding of the scope of work and services provided through VHC.

This internship is a great opportunity for students to get hands-on experience learning how state government operates, working at the intersection of research, policy analysis, and evidence-based decision making, and playing a direct role in advancing critical housing issues. Minnesota Housing has extensive experience providing high-quality and meaningful internships, having hired graduate student interns for the past 25 years.

Job Skills

- Current registration in a college or graduate level program such as public health, health care administration, human services, nursing, social work, or other related field.
- Ability to identify and evaluate scientific literature, synthesize relevant information, and make recommendations.
- Knowledge and skills with research principles and evaluation methods such as descriptive statistics, data analysis, and process or outcome evaluation.
- Establish and maintain effective working relationships with VHC staff.
- Ability to communicate clearly, verbally and in writing, to provide information to VHC staff, other MDVA staff, Minneapolis Veterans Home residents, and others as appropriate.
- Draft and edit reports and other documents with a high degree of grammatical correctness and accuracy.
- Take initiative, work independently, plan, organize, and prioritize workload in an efficient and timely manner.
- Experience with Microsoft suite, including Word and Excel.