Computer and Information Sciences
Fall Internship Opportunity

For interns to engage in hands-on experience with researching, planning, organizing, and coordinating in a real-world environment with the State of Florida. The intern will assist in applying public administration techniques to improve effectiveness and efficiency, resulting in a significant, positive impact on Florida's older adult population in the state of Florida. This will be a valuable experience for any student pursuing a career in computer and information sciences. Opportunities include:

- Assisting with the preparation, coordination, and update of various Health and Human services project-related reports, publications, and planning documents.
- Providing input, research, and work products that provide innovative and strategic approaches to aging, health and human services, and health care policy solutions for the Department.
- Researching materials and analyzing statistical research for impact on planning goals.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience conducting original independent research.
- Knowledge of quantitative and qualitative methods of research and evaluation.

- Communicate effectively, verbally and in writing.
- Ability to follow written and oral directions and instructions from management and carry out the directives of persons with duly delegated authority.
- Ability to utilize problem-solving techniques.
- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively.

MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university with a major in computer and information sciences or similar.
- Professional or nonprofessional experience can substitute on a year-for-year basis for the required college education.

Instructions:

To apply for this job, do not use the State of Florida online application. Follow these steps:

- Submit to email address: McKayB@elderaffairs.org
- In the subject line, type the title "Computer and Information Sciences Fall Internship."
- Attach your cover letter for this job.
- Attach your resume.
- Attach your transcript (unofficial or printout is sufficient).

Note: To be considered for this position you must provide all of the information listed above.

Submission Deadline: Friday, August 13, 2021.