USI GWEP Student Internship  
Fall 2020 Semester

The GWEP (Geriatrics Workforce Enhancement Program) student internship offers an exciting opportunity to gain professional experience working on a multi-million dollar initiative to strengthen the healthcare workforce and benefit the health of older adults in southwestern Indiana. More information about the GWEP and its work on the USI campus and in the community can be found at USI.edu/GWEP.

This internship is open to high achieving undergraduate students interested in an interdisciplinary opportunity to gain professional experience in administration, programming, and evaluation research. Students majoring in the health professions, social work, sociology, and psychology may find the internship most aligned with their academic and professional interests.

The GWEP student internship requires 15-20 hours of work weekly and will begin the first week of classes of the Fall 2020 semester. Interns will work a regular weekly schedule, as negotiated with the internship supervisor, and communicate changes to core team members with appropriate advance notice. Successful, interested interns may be eligible to renew the internship for additional semesters.

In addition to fulfilling the professional code of conduct expected of all USI student interns, the GWEP internship requires:

- Professional representation of USI at community partner meetings
- Redirection of community partner inquiries to appropriate team members
- Satisfactory completion of CITI training on the protection of human research subjects and health information (HIPAA) within first month of internship
- Regular, early morning monthly and weekly team meetings
- Two-day turnaround on drafts of project meeting notes
- Close work with and support of the GWEP core team (GWEP Project Director, Project Coordinator, and Evaluation and Data Manager)

Student Prerequisites

- A cumulative GPA of 3.5 or higher
- Applicants in junior or senior year during the internship are preferred

Intern Responsibilities

- Meeting logistics and support, including notetaking
- Program support, including coordination support with partner agencies and community members
- Research support, including literature searches, research summaries, and data collection support
- Regular sharing of work calendar with core team
- Regular communication with core team about the status of work tasks
- Development support for professional materials (e.g., presentations, handouts)

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Expected Skill Set

- Discernment regarding meeting contributions and confidentiality concerns
- Rapport-building with community partners
- Proactive clarification of roles, decisions and action items as needed
- Ability to work and learn as part of a team
- Good listening and observational skills
- Ability to learn new MS Office 365-supported applications quickly
- Initiative to learn new terms and concepts
- Effective time and task management
- Developing professional writing skills

Interested candidates committed to meeting internship expectations should submit a cover letter and a resume to the GWEP internship contact. Please include preferred contact information in the cover letter. Top candidates can expect an interview with the internship contact.

Internship Contact:

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GWEP Evaluation and Data Manager
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