

Michigan Department of Community Health (MDCH)
INTERN POSITION

MENTOR INFORMATION		
Date 2-23-2011	Mentor Name Michael D. Carr	
Administration Public Health	Bureau/Section Chronic Disease and Injury Control	
E-mail carrmi@michigan.gov	Phone # 517-335-9954	
INTERNSHIP INFORMATION		
Position Title GIS Specialist	Position Location Washington Sq Bldg, 5 th Floor, Lansing	Desired Start Date 3/15/2011
<p>Description of the Intern Responsibilities Assist the Breast and Cervical Cancer Control Program (BCCCP) and the WISEWOMAN Program (Well-Integrated Screening and Evaluation for Women Across the Nation) in setting up map books for local health agency staff for their respective geographic areas in Michigan. Base elements for the map books are mostly in place. Assistance is needed setting up finished products for each of 21 local agencies. Much of the work will involve ArcMap software, but some data editing and data verification will be required. Finished products may be shared electronically as PDFs or as printed maps, or both.</p>		
<p>List project/s for the Intern (not administrative work) The Intern will help with the Geographic Information Systems (GIS) efforts of the BCCCP and WISEWOMAN programs. The main goal of GIS efforts is to get current maps of BCCCP and WISEWOMAN eligibility data out to local agencies in a way that the agencies can easily view for program management activities. The agencies will use their maps for outreach and recruitment activities. We will set up the data in ArcMap so that map books can be created for all agencies. Goal-related tasks may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1) Edit client and provider data 2) Verify mapped data against other sources for accuracy 3) Work with the administrative assistant to print maps on an Epson 9600 printer 4) Organize project data files in a meaningful way, including backup copies of critical files 5) Document any important mapping process so that it can be replicated/shared, 6) Present findings from any of the above items to the section at a section meeting. 		
<p>Desired Skills/Qualifications of the Intern The Intern's GIS skills will be applied to data from public health programs. Some Geographic Information Systems (GIS) coursework and experience (i.e., classroom experience) is required. The Intern should be able to geocode addresses and do other simple tasks in GIS without assistance and should be able to follow written process steps for more complex tasks. Experience with ModelBuilder and/or scripting in GIS may prove very helpful. We will be using ArcView GIS 10.0 or newer with ArcPublisher.</p> <p>An interest in public health issues and applications of public health data will be helpful. The Intern is encouraged to participate in activities beyond GIS mapping that will aid their understanding of the mission of the Cancer Control Services Program.</p>		
<p>Other Information (For example: desired length, hrs per week) The longer the period of time the Intern can work, the better. Preference will be given to those who are available more hours during the work week for the internship. A minimum of 24 hours per week is desired.</p>		
NEXT STEPS		
<p>Please send completed application to Stella Christian at ChristianS@michigan.gov.</p>		