Seneca County General Health District

Position Title:	Public Health Student Experience	**Agency Unit:**	Administration
Schedule:	Flexible	**Reports to:**	Health Commissioner
Pay Grade:	Unpaid	**FLSA Status:**	Exempt

Position Summary: Under the direction of the Health Commissioner, the Public Health Student will gain hands-on experience in various aspects of public health. Experiences may include networking with community partners, program development/implementation, and collaboration across the different divisions of the health district.

Essential Duties:

- Contribute to Health District initiatives in one or more program areas
- Community outreach and education on various public health related topics
- Surveillance and data collection
- Assess and evaluate programs, perform research on relevant topics, and create/revise presentation materials, as appropriate

Other Duties & Responsibilities

- Maintains confidentiality, as required;
- Willing to work independently;
- Prepare reports and summaries, as required;
- Other duties as assigned.

Minimum Qualifications:

Qualified students shall possess the following:

- Be actively enrolled in an undergraduate or graduate program;
- A program emphasis on public health is a plus;
- Ability to develop and maintain effective working relationships with associates, supervisors, and general public;
- Ability to follow and carry out detailed instructions;
- Ability to communicate effectively;
- Understanding of office equipment, with a knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint;
- Valid driver's license;
- Current auto insurance;
- Ability to operate a motor vehicle, on occasion;
- Maintains information in strict confidentiality.

Work Environment: The Public Health Student position requires an student to:

- Travel to off-site locations;
- Respond to emergency calls;
- Come into contact with secondhand smoke, communicable diseases, blood, bodily fluids, allergens, dusts, cleaning supplies, insects, and animals;
- Lift, climb, bend, twist, kneel, squat, push, roll, and support up to 55 pounds;
- Sit, stand, stoop, and/or walk;
- Grasp with manual dexterity;
- Manipulate a keyboard and other technology;
- Ability to operate a motor vehicle.

Interested individuals are encouraged to apply. Email cover letter and resume to Anita Gaietto at agaietto@senecahealthdept.org. Applications will be accepted until the position is filled.

The Seneca County General Health District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.