



*Please Post*

## **Informatics Intern (summer or fall) Fort Wayne-AlLEN County Department of Health**

The Fort Wayne-AlLEN County Department of Health is currently seeking a full or part-time intern to assist with an administrative/informatics project.

Duties will include entering food inspection reports from the last three calendar years into Allen County's Accela database. Additional work may be available for data entry of Pollution Control data. Majors which would best fit the internship include Informatics, Computer technology, Business Administration, Health Administration or Biology.

Individuals interested should be self-motivated, detail-oriented, and capable of working independently.

### **Qualifications:**

- Current undergraduate or graduate student; preference given to those with computer skills training or experience.
- Computer literacy including strong proficiency with Microsoft Access, Excel, and Office/Windows
- Typing skills
- Strong interpersonal and communication skills (written and oral)
- Ability to work independently and meet deadlines
- Ability to manage time effectively

### **Time Commitment:**

This position requires a time commitment of at least 10 to 15 hours per week; hours and times can be flexible.

### **Salary/Compensation:**

This internship is unpaid.

### **To apply:**

If you are interested, please contact John Silcox, Director of Communications, at (260) 449-7395 or [john.silcox@co.allen.in.us](mailto:john.silcox@co.allen.in.us)