



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana Tobacco Prevention and Cessation		<b>BU:</b> 058
<b>Division:</b> Program Evaluation	<b>Section/District:</b>	
<b>Job Title:</b> ITPC Tobacco Program Intern		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Miranda Spitznagle, Director of Evaluation		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b> May 16, 2011

**Purpose of Position/Summary:**

The Indiana Tobacco Prevention and Cessation Agency enables recent college graduates participating in the Governor’s Public Service Summer Internship Program to receive a broad range of experience in administering a new statewide public health program. The Intern will participate in the different activities of the agency such as: counter marketing media campaigns, community-based, minority based, and statewide tobacco control programs, and program evaluation. At the completion of their fellowship, we anticipate that students will have increased their knowledge and understanding of the comprehensive nature of tobacco prevention and cessation initiatives. They will also be exposed to the management of a statewide grant program requiring accounting and management reports from grant recipients to the State Agency

**Essential Duties/Responsibilities:**

In addition the Intern will work primarily on the following tasks:

- Assist program staff with the implementation of community-based, minority-based and statewide programs
- Assist with the youth movement and youth partner organizations
- Assist with aspects of the media counter-marketing program, including planning and staffing of public education events, such as the Indiana State Fair.
- Assist with data collection and analysis and assist with data needs of our partner organizations, such as policy and community research
- Assist with evaluation projects on tobacco related issues
- General administrative duties as required

**Job Requirements:**

Participate in the different activities of the agency such as: counter marketing media campaigns, community-based, minority based, and statewide tobacco control programs, and program evaluation.

**Supervisory Responsibilities/Direct Reports:**

None

**Difficulty of Work:**

Moderately difficult, lifting up to 50 lbs.

**Responsibility:**

Multi-tasking, collaborating projects, coordinating volunteers, making logistical arrangements for meetings, trainings, etc. Assembly work of educational materials packages, some setup and tear down of educational displays at offsite locations i.e. conferences, state fair, packaging and mailing of educational materials and supplies., Other duties as assigned.

**Personal Work Relationships:**

Will interact with employees inside the agency, other state agency contacts, agency contractors and volunteers

**Physical Effort:**

Must be able to lift up to 50 lbs.

**Working Conditions:**

Primarily office work, staffing booth at state fair and/or conferences and health fairs.