



Employer: Utah Health and Human Rights (nonprofit, unpaid)

Title: Data Auditing Intern

Utah Health and Human Rights (UHHR) is a direct service and advocacy agency that promotes the health, dignity, and self-sufficiency of refugees, immigrants, asylum seekers, and asylees who have endured severe human rights abuses, including torture and severe war-related trauma. UHHR is guided by profound respect for the dignity and resiliency of our clients.

The Data Auditing Intern will work specifically on the auditing of UHHR data; the Intern will oversee the process of transferring and updating information into a new data management system. The Intern will work with UHHR staff to create and implement a reasonable rollout timeline for the new data tracking system. Because UHHR is working with federal grant monies to audit and transfer their current data tracking system, the Intern will also be responsible for tracking and reporting on processes and outcomes relevant to the project and within the guidelines specified in the grant requirements. Ideally, the Intern will have experience working with Salesforce.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. *The Intern MUST seek internship course credit through the University of Utah in order to participate in the internship.* For more information, contact the Internship Coordinator (Dominique Blanc, dominique.blanc@csbs.utah.edu).

Projects/Learning Outcomes:

- The Intern will work with UHHR staff to establish and implement a timeline for data auditing and transfer.
- The Intern will consistently report processes and outcomes regarding the audit in accordance with federal grant guidelines.
- The Intern will ideally be familiar with and comfortable using Salesforce.
- As needed, the Intern will cross-collaborate with UHHR leadership and staff to ensure open communication and to explore the multi-faceted elements which constitute a non-profit, service-oriented organization.

Qualifications and Requirements:

- University of Utah student
- Independent and creative self-starter
- Strong Communication (oral, writing, and presentation) skills
- Professional presence and demeanor

To apply, please send your cover letter and resume to the Internship Coordinator:

Dominique Blanc
University of Utah
Honors College
College of Social and Behavioral Sciences
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330.571.3728