Internship Description for the Northwestern Rx Drug Abuse Task Force

The Rx Drug Abuse Task Force intern must be able to:

- Use strong organizational skills, as there are a lot of data coming in from multiple sources
- Keep up with email regularly
- Make phone calls to various community officials to request information
- Clean up data received from hospitals, police, fire, EMS (make sure data are in consistent format, in order to do basic excel analyses)
- Identify similarities in a data set, and be able to accurately combine data sets that are not in a consistent format.
- Generate basic excel tables and charts, to help visualize data
- Be able to present and describe trends in the data to supervisors and other Task Force members
- Stay up-to-date on current local, relevant events
- Conduct relevant research
- Think “outside the box” when looking for trends in data and be curious (i.e. strive to extract more from the data than just ‘this many men die from a heroin overdose for every woman’). Look further without being prompted by supervisor.

Required hours per week: 12 – 20

Start date: As early as December 21 and preferably by January 20.

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