



## Region IV Public Health Training Center

### Region IV Public Health Training Center Pathways to Practice Scholar Field Placement Program South Carolina – Fall Scholar Position

**AGENCY:** South Carolina Department of Public Health- Office of Data Governance and Modernization

**POSITION TITLE:** South Carolina Department of Public Health Intern

**LOCATION:** 400 Otarre Parkway Cayce, SC 29033

**AGENCY WEBSITE:** <https://dph.sc.gov/>

**NUMBER OF POSITIONS AVAILABLE:** 1 (Fall 2025)

**DESIRED START DATE:** September 2025

\* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to Elizabeth Kidwell at [elkidwell@emory.edu](mailto:elkidwell@emory.edu)

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

#### **DESCRIPTION:**

The following position is offered through the [Region IV Public Health Training Center's Pathways to Practice Scholars Program](#).

*Note: This position has the option to be conducted on a hybrid basis, with up to two days per week remote and the remaining days in the office as needed.*

The South Carolina Department of Public Health (DPH) was established through the DHEC Restructuring Act of 2023 (Act 60) and officially launched on July 1, 2024. As the health-focused successor to DHEC, DPH remains committed to protecting, promoting, and improving the health and well-being of all South Carolinians.

With a workforce of over 2,900 employees across approximately 90 locations statewide, DPH embraces a people-first approach in its services, ensuring that every resident has access to the resources, information, and care needed to lead a healthier life. The agency plays a critical role in public health services, including disease prevention and control, healthcare facility inspections, emergency response, nutrition support, and vital records management.

Guided by its vision of healthy people living in healthy communities, DPH fosters service, innovation, teamwork, excellence, and equity to build a healthier South Carolina.

#### **POSITION DESCRIPTION:**

The student will have the opportunity to support data modernization and governance initiatives within the Office of Data Governance and Modernization (ODGM) at the South Carolina Department of Public Health (DPH). Their work will focus on projects that enhance data accessibility, quality, and strategic use in public health decision-making.

A key project the student will contribute to is Data Catalog Development, which aims to create a centralized inventory of DPH's data assets, improving data discoverability, governance, and

interoperability. Additionally, the student will support efforts to optimize the data request workflow and enhance transparency around data sharing agreements—two high-priority projects that require significant advancement.

This experience will provide the student with hands-on exposure to data governance principles, metadata management, workflow optimization, and stakeholder collaboration, all of which are critical to supporting evidence-based public health decision-making.

**REQUIRED QUALIFICATIONS:**

- Strong analytical, organizational, and communication skills are essential for documenting datasets and collaborating with stakeholders
- Candidates should be detail-oriented, adaptable, and able to work both independently and in a team setting

**PREFERRED QUALIFICATIONS:**

- Experience with data management
- Microsoft Excel, SharePoint, or data visualization tools (e.g., Power BI)
- An interest in public health data modernization and governance

**THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:**

- Stakeholder engagement and information gathering
- Metadata structuring and standardization
- Development of data catalog format
- Optimization of data request workflow
- Enhancement of transparency in data sharing agreements
- Development of power automate workflows or dashboards

**PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:**

1. Policy Development/Engagement
2. Program Planning
3. Leadership and Systems Thinking/Strategic Thinking
4. Problem Solving
5. Data Analytics/Assessment/Data-based Decision Making
6. Effective Communication
7. Change Management

**TRAVEL:** No

**POSITION TYPE:** Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

## QUALIFICATIONS AND REQUIREMENTS TO APPLY:

Preference will be given to masters or doctoral level public health graduate students. Undergraduate public health students (juniors and seniors) may also be considered. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

- Please include a cover letter with the following:
  - The semesters you are applying for (Fall 2025)
  - The title of the position you are applying to
  - Citizenship or permanent resident visa status
- Please include a resume with the following:
  - The name and department of your degree program
  - Year of study
  - Expected graduation date
- Please also include the following with your application:
  - Unofficial Transcript

**WORK AUTHORIZATION:** U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

**AWARD LEVEL:** \$3,500 award

\* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

**APPROXIMATE HOURS PER WEEK & DURATION** 15 to 30 hours a week and 10 to 14 weeks.

*\*Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

**IMPORTANT INFORMATION:** Please read the “*Student Scholar Field Placement Guidebook*” for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <https://r4phtc.org/field-placements/>

## HOW TO APPLY

Please submit the required documents following specifications above (**unofficial transcript, resume, and cover letter indicating the agency name and citizenship/visa status**) to Elizabeth Kidwell, [elkidwell@emory.edu](mailto:elkidwell@emory.edu) with the subject line “**Fall 2025 Applicant: SC DPH ODGM**”

\*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY