

For Point of Contacts: Volunteering or Interning at Los Angeles County Department of Public Health

DPH Program
Point of Contact

AIP: Academic Internship Program

No Academic Credit
(Volunteer)

Academic Credit (Intern)

Volunteers will go to Internship & Volunteer Website located at:
<http://publichealth.lacounty.gov/odt/mphintern.htm>

Volunteers will contact POC for more information about potential opportunities

POC's must fill out an Internship Opportunity Form (call the DPH AIP Coordinator or email for this form)

Send form to DPH AIP Coordinator

If it is correct, DPH AIP Coordinator sends form to Rodney Hoston (LAC HR/Academic Internship Program)

LAC HR/Academic Internship Program assigns a number to the project and posts on AIP website

Intern will see the project posted in on the AIP website and will send an email to interns@hr.lacounty.gov

Resume is sent to the DPH AIP Coordinator

DPH HR (DPH AIP Coordinator) will notify the POC

POC determines if they have space for an intern/volunteer and will set up an interview to meet the intern/volunteer

No, POC has no space. Potential candidate is notified.

Yes, POC is interested in intern/volunteer and will submit WOC request form to HR

DPH HR will contact the student and process the Livescan/clearance

POC stays in touch with HR and is the liaison for the intern

Student needs to contact Rodney (LAC HR/AIP) to schedule a mandatory orientation

Visit the Academic Internship Program (AIP) website at: <http://hr.lacounty.gov/academic-internships/>
Or
Contact the DPH AIP Coordinator for information about the Academic Internship Program

Phone: (323) 869-8282
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