

New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025



Internship Title: Fiscal & Administration Assistant Intern (FALL25-02-P)

Position Overview:

Overview: This position will assist in the Healthcare Administration area, learning more about the administrative side through fiscal, grants, and contracts. This person would learn and assist with the fiscal process and how administration runs within the Health Department. We are looking for someone who is interested in entering the field of Healthcare Management and this would be a good opportunity for them to get a feel for how healthcare administration operates.

Rate of Pay: \$18.88 per hour

Funding Source: NOHD CDC Grant.

Position type: This is an in-person opportunity. This intern will report to 1300 Perdido Street, New Orleans, LA 70112 (New Orleans City Hall).

Intern Supervision

- Supervisor Name: Jocelyn Johnson
- Supervisor Title/Program: Fiscal and Operations Sr. Administrator/Fiscal & Administration

Primary Responsibilities:

- Assist with fiscal processes related to grants and contracts within the Health Department.
- Support administrative functions to understand the operations of healthcare administration.
- Learn and participate in the financial and operational management aspects of public health programs.

Sample Activities:

- Review and organize financial documents related to grant and contract expenditures.
- Assist with data entry and maintenance of spreadsheets for budget tracking and reporting.
- Help prepare fiscal reports for internal use and external audits.
- Participate in administrative meetings and take notes on fiscal procedures and planning.
- File and archive documentation to support compliance with funding and auditing requirements.

Desired Qualifications:

- Must attend one of the following institutions:
 - Delgado Community College
 - Dillard University
 - Louisiana State University
 - Loyola University New Orleans
 - Southern University of New Orleans
 - Tulane University
 - University of Holy Cross

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- University of New Orleans
 - Xavier University of New Orleans
- Must be enrolled in one of the following college programs:
 - Business Administration
 - Economics
 - Finance
 - Accounting
 - Public Administration
 - Healthcare Administration

Position Requirements:

- A minimum of 60 college credit hours must be completed. Supporting documentation such as an official transcript, diploma, or certificate is also required.
- All City of New Orleans applicants must pass a drug and background screening prior to hire, be legally allowed to work in the United States, and able to provide supporting documentation such as a valid passport.
- If position is fully remote, interns will be required to submit all documentation in person prior to hire.

Compensation:

Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$18.88 per hour

- Paid interns cannot work overtime; hours worked will be strictly limited to no more than 15 hours per week
- Positions are limited to a term of 12 consecutive weeks from official start date
- Paid interns hired by the City cannot take another transient appointment within one year of termination
- No benefits will be awarded for this position

Resources Available:

- Workstation
- Desk Phone
- Desktop Computer
- Office Supplies