

Job 1: Administrative Specialist 1: NC HIV, STD, Viral Hepatitis Unit

Job Responsibilities and Deliverables

The intern will assist the North Carolina HIV, STD, Viral Hepatitis Unit of the Communicable Disease Branch with the preparation of annual epidemiologic surveillance reports, fact sheets, and presentations. The intern will demonstrate understanding of public health surveillance through involvement in data activities and by performing analyses using SAS statistical programs. The intern will also work in the North Carolina Electronic Disease Surveillance System (NCEDSS) to assure cases are tracked properly and conduct data cleaning for syphilis cases.

Management Preference

- Student enrolled in a master's program at a Historically Black College or University (HBCU) or Minority Serving Institution located in North Carolina, SAS software experience.

Knowledge, Skills, and Abilities

- Ability to work **20 hours (virtually) hours** Monday – Friday between 8 am and 5 pm.
- Ability to compile, assimilate, and organize both printed and electronic information, including slide deck, and other presentation materials.
- Knowledge of data collection, organization, manipulation, and/or analysis of data and apply that knowledge in creating reports, charts, and other materials.
- Ability to compile, assimilate and organize both printed and electronic information; ability to apply knowledge of data collection, storage, organization, manipulation and/or analysis of data.
- Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- Ability to clearly convey information and ideas through a variety of media to individuals or groups.
- Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.

Minimum Education and Experience

High school diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.