

## **Job 11: Administrative Specialist 1: Division of Public Health, Operational Excellence, Performance Management and Quality Improvement**

### **Job Responsibilities and Deliverables**

Intern will work with the Division's Director of Performance Management and Quality Improvement on activities related to ensuring accountability and building a culture of quality within the Division of Public Health. Specific activities will vary based upon the interests of the intern but will likely include 1) assisting in the tracking and analysis of performance indicators, 2) developing training materials, tools, and resources, and 3) learning about the application of the Results-Based Accountability framework to public health.

### **Management Preference**

Student enrolled in a Human Services, Education, Humanities, Social Science, Business or Communications programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

### **Knowledge, Skills, and Abilities**

- Ability to work (**20 virtual hours**) Monday – Friday between the hours of 8 am and 5 pm.
- Ability to demonstrate knowledge and interest in program evaluation, performance management, and quality improvement.
- Ability to effectively engage and interact with a broad and robust population of internal professionals, and external partners.
- Ability to compile, assimilate, and organize both printed and electronic information, including slide deck, and other meeting and presentation materials.
- Knowledge of data collection, storage, organization, manipulation, and/or analysis of data and apply that knowledge in creating reports, charts, and other materials.
- Ability to utilize office equipment and other relevant technology.
- Ability to present ideas clearly and effectively in written and verbal form, along with the use of grammar, organization, and structure.
- Ability to adjust language or terminology to meet the needs of the audience.

### **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.