

## **Job 12: Administrative Specialist 1 - Database Technician**

### **Office of the Strategic Director, The North Carolina Office of Vital Records**

#### **Job Responsibilities and Deliverables**

This position would be responsible for supporting the collection of quality data for public health statistics purposes; work with administering and querying databases for custom applications; learn or utilize scripting languages to create and maintain scheduled tasks and reporting jobs. Intern will become versed in security and design best-practices for building enterprise-grade solutions.

#### **Management Preference**

Student enrolled in a Management Information Systems, Information Technology, Computer Science, Computer Engineering, Data Science, Informatics, or related programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

#### **Preferred Knowledge, Skills and Abilities / Competencies**

- Ability to work **40 (in-person) hours** Monday – Friday between 8 am and 5 pm
- Thorough knowledge of services, policies and procedures related to a program or area of specialization. Thorough knowledge of program information systems in order to communicate and process information.
- Ability to demonstrate and apply this knowledge in performance of administrative tasks. Ability to explain and interpret information to clients/customers and staff.
- 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 in SQL.
- Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
- 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.

- Problem-solving and analytical understanding for databases and database infrastructure
- Communicate key findings to various stakeholders to facilitate data-driven decision-making or storytelling
- Recognize key metrics and build high-level dashboards to track the progress of the agency's metrics and its highest priority initiatives
- Aggregate data from various sources to construct streamlined data pipelines and integrate data from multiple systems
- Demonstrated strong verbal and written communication skills
- Demonstrated ability to exhibit initiative and professionalism
- Demonstrated ability to manage multiple priorities with a strong attention to detail
- Proven ability to partner with internal customers and external vendors
- Proven ability to work in a high paced environment
- Demonstrated strong troubleshooting and problem solving skills
- Demonstration of creativity, innovation and ability to think outside of established guidelines

### **Minimum Education and Experience Requirements**

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