

Job 13: Administrative Specialist 1 - **Computer Science Intern**

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

**Job Responsibilities and Deliverables**

The Computer Science Intern would be responsible for any of the following:

- Query and maintain databases for office technology applications
- Maintain and co-develop system documentation and version control tracking to ensure products can be supported and continued by others
- Write workflows and contribute to app development using Microsoft Power Apps, Dynamics 365, Power Virtual Agent and Power Automate
- Brainstorm ideas from inception to delivery for new projects, and demonstrate benefits to cost or user experience to key stakeholders
- Utilize task management platforms to track project/incident progress and communicate to leaders on due dates.
- Assist in development of reporting dashboards using Python, R, SAS, and/or Power BI.
- Proficiency working within a Windows environment with applications such as Outlook, Word, Visio, Excel, PowerPoint, Visio, Project, Task Scheduler, Command Prompt
- Experience documenting code through comments, and end-user documentation
- Familiarity with Data Structures
- ed environment
- Demonstrated strong troubleshooting and problem solving skills
- Demonstration of creativity, innovation and ability to think outside of established guidelines

**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 hours (in-person) per week**, Monday – Friday between the hours of 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 the 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.
- 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; uses 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 statistics and data
- Technical skills and competency in using data analytics software like Tableau, PowerBI, etc.
- 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

### **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.