

## **Job 22: Administrative Specialist I - Division of Public Health - Public Health Workforce Development**

### **Job responsibilities and deliverables**

Intern will work with the Division of Public Health on activities related to tracking investment area activities, data analysis, and communications. Specific activities will vary based upon the interests of the intern, but will likely include processing results for presentations, drafting communications products, and attending and reporting back on relevant meetings and events.

The intern will work with the Public Health Workforce Development Team to compile team and activity accomplishments, areas impacted, and comprise PPTs and other documents that assist the team in communications with stakeholders. The intern will participate in weekly team meetings and sit in on additional information sessions to help with the project as well as expose the student to a variety of public health related activities. The student will have the opportunity to interface with Division of Public Health leadership as well as experts that lead the various public health activities.

### **Management Preference**

Student enrolled in a Public Health, Social Science, Business, or Communications programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina. Interest in communications, quantified research, or program management.

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

- Ability to work **40 (virtual) hours** Monday – Friday between the hours of 8 am and 5 pm.
- 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.
- Moderate to expert proficiency in Microsoft Word, Excel, PowerPoint, and Teams.

### **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.

