

### **Job 3: Administrative Specialist I – North Carolina State Laboratory of Public Health (NCSLPH)**

The NCSLPH intern will assist members of the NCSLPH team with the completion of the Directory of Services. The intern will:

- Ensure unit completion of Directory of Service forms
- Assist as applicable in the updating of the SLPH website to reflect Directory of Service changes
- Assist in the development of outreach material associated with the Directory of Services update

The NCSLPH intern will participate in regular meetings with the Directory of Services project team and with all laboratory units to understand their work and provide updates on the project. The NCSLPH intern may help to produce outreach material including infographics, PowerPoint presentations, FAQ document, memoranda, lab policy documents, and compliance education materials for use by the laboratory staff and clients.

The NCSLPH intern will assist in preparing for meetings, sharpen his/her, communication skills, as well as gain insight into laboratory operations.

#### **Management Preference**

Student enrolled in a chemical, physical, biological, or clinical laboratory science program at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

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

- Ability to work **40 hours a week (Hybrid) (in person and virtually) hours** Monday – Friday between 8 am and 5 pm.
- Candidate with excellent communication skills with experience creating presentations and project coordination.
- 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.
- 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.

**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.