

Job 6: Administrative Specialist 1 - **Occupational and Environmental Epidemiology - Adult Lead Analyst Intern**

Job Responsibilities and Deliverables

- Intern will analyze adult lead surveillance data to assess trends over time in the Occupational and Environmental Epidemiology Branch
- Intern will prepare meeting materials for internal/external engagement that includes slide decks, data extrapolation, charts, and reports.
- Intern will gain knowledge of data analysis, reporting, and manuscript writing.
- Intern will gain knowledge of clustered models

Management Preference

Student enrolled in a Human Services, Education, Humanities, Computer Science, Business, or Communications 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 (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 printed and electronic information, including slide decks 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.
- Knowledge of Statistical programming (SAS, R, Excel, etc.)
- Ability to utilize office equipment and other relevant technology.
- Ability to present ideas clearly and effectively in written and verbal form, along with 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.