

Job 6: Administrative Specialist 1: Office of the Strategic Director, The North Carolina Office of Vital Records – Data Technician

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 on-site **20 hours per week (In-person only)**, 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 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.