

Job 7: Administrative Specialist 1: Office of the Strategic Director, The North Carolina Office of Vital Records – Computer Science Intern

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 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 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.