

Job 7: Administrative Specialist 1 – **Occupational and Environmental Epidemiology - Public Health Podcasting Intern**

Job Responsibilities and Deliverables

- Intern will create a series of Industry and Occupation podcasts and explore podcast directories in the Occupational and Environmental Epidemiology Branch
- Intern will develop various databases.
- Intern will conduct interviews
- Intern will develop podcast themes by exploring podcast directories
- Intern will create reports and manuscript writings that attract listeners
- Intern will produce unique content for public Health Podcasting

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) in North Carolina.

Knowledge, Skills, and Abilities

- Ability to work **40 (virtual) hours** Monday – Friday between 8 am and 5 pm (Flexibility).
- Ability to effectively engage and interact with a broad and robust population of internal professionals and external partners.
- Knowledge of Literature reviews
- Candidate with excellent communications skills with experience creating recordings.
- Ability to create Graphic designs.
- Ability to make revisions and edits to abstracts and literature reviews.
- 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.