

Job 8: Administrative Specialist 1 – North Carolina State Laboratory of Public Health (NCSLPH)

Job Responsibilities and Deliverables

The NCSLPH intern will assist members of the NCSLPH team with the completion of a structured internship program. The intern will:

- Create forms and a project index to assess possible internship opportunities available in different NCSLPH units.
- Design outcome objectives and framework for future internships within different NCSLPH units.
- Assist in the development of outreach material associated with future NCSLPH unit project internships.
- Identify and facilitate website improvements for lab improvement/lab outreach.

The NCSLPH intern will participate in regular meetings with the laboratory improvement team and with all laboratory units to understand their work and provide updates on the project. The NCSLPH intern will help to produce internal and outreach material including forms, spreadsheets, infographics, PowerPoint presentations, and education materials for use by the laboratory staff and interns.

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

Management Preference

Student enrolled in a chemical, physical, biological, public health 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 (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 the public 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.