

Job 9: Administrative Specialist 1 - **Environmental Health Data Dashboard/GIS Intern**

Job Responsibilities and Deliverables

- Intern will assist with updating Environmental Health Data Dashboard
- Intern will assist with manipulating and reporting for the Environmental Health Data Dashboard using the GIS Tool

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 up to **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.
- Ability to make revisions and edits to abstracts and literature reviews.
- Ability to understand how to collect, manage, analyze, and visualize health data

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.