



## The Higher Education to NC Government Careers - Internship

Department: North Carolina Office of State Human Resources

Division/Section: Deputy Director /Talent Acquisition

Work Location: Remote

Hours: 10 - 20 hours per week

Length of Assignment: Tentative start date – January 10, 2022, through April 29, 2022

Salary: \$17-\$20/hr based on knowledge and experience

---

The Higher Education to NC Government ([Ed2NC](#)) Careers is a collaboration between the North Carolina Office of State Human Resources ([OSHR](#)), the North Carolina Office of Strategic Partnerships ([OSP](#)), state agency recruiters, and career services representatives from North Carolina colleges and universities. Ed2NC identifies and supports efforts to attract talented applicants for the North Carolina state government's vast and diverse array of jobs. Ed2NC encourages college and university graduates to pursue these public service employment opportunities, ranging from the mountains to the coast, and inviting applicants from all levels of education, types of work experience, and backgrounds.

Ed2NC is looking for an intellectually curious and motivated graduate student to support this work. The successful candidate has experience turning ideas and concepts in to user-friendly and visually appealing materials, is a self-starter, desires to learn, and can work independently and with a team.

This is an opportunity to work with a multi-agency multi-faceted team and with representatives from across North Carolina's four - and two-year colleges and universities.

### Description of Work

Under the direction of the OSHR Talent Acquisition Manager, the intern will support the Talent Acquisition Team in advancing the Ed2NC initiative, collaborating with state agencies, colleges and universities, and other key stakeholders to strengthen the state government talent pipeline. This is a unique opportunity to support an initiative that increases awareness and outreach related to opportunities for public service careers and simultaneously improves and expands the ties among state agencies and North Carolina colleges and universities.

#### Primary Responsibilities:

1. Develop a training module to improve college/university students' and campus stakeholders' understanding of the state employment application and related processes.
2. Collaborate with the OSHR Communications Department and state agencies to create agency introduction videos for the Ed2NC website.
3. Assist the Talent Acquisition Team in managing the Ed2NC website to ensure current and accurate content, professional appearance, and user-friendly access.
4. Assist the Talent Acquisition Team and the OSHR Department of Information Technology (DIT) with finalizing an online database of contact information for all accredited colleges and universities in North Carolina, state agency recruiters, and other relevant information to increase the engagement between job seekers and recruiters.
5. Assist with developing an effective social media strategy.
6. Research and identify relevant content for the Ed2NC newsletter.

#### Knowledge, Skills, and Abilities / Competencies:

1. Demonstrated experience creating content, recording, editing, and publishing videos.
2. Hands-on experience of a Content Management System (Drupal or similar).
3. Proven experience utilizing social media platforms (LinkedIn, Facebook, Twitter, similar social media channels).
4. Strong oral and written communications skills.
5. Experience with Microsoft Office 365 Suite or similar programs and virtual platforms such as Microsoft Teams, WebEx, and Zoom.

#### Management Preferences

1. Experience developing training materials.
2. Experience collaborating with different types of stakeholders and partners.

#### Minimum Education and Experience Requirements

Must be a college student (undergraduate or graduate) with a minimum of 30 credit hours in a program of study at an accredited North Carolina Institution of Higher Education.

Application Process: Please complete a [PD 107](#), cover letter, and resume **highlighting your informal and formal experiences related to the required Knowledge, Skills, and Abilities listed above** and the names and contact information of 2 references. Submit your application materials [here](#).

Application Deadline: December 10, 2021

If you have any questions, please contact Andrea Bennett, Talent Acquisition Consultant at [andrea.bennett@nc.gov](mailto:andrea.bennett@nc.gov)