



The Higher Education to NC Government Career Initiative - Graduate Associate

Department: North Carolina Office of State Human Resources

Division/Section: Deputy Director /Talent Acquisition

Work Location: Remote

Hours: 20 hours per week

Length of Assignment: Tentative start date – November 15, 2021 through April 29, 2022

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

The Higher Education to NC Government Career Initiative ([Ed2NC](#)) 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 wide and diverse array of jobs within North Carolina state government. Ed2NC encourages college and university graduates to pursue these public service employment opportunities, which range from the mountains to the coast and invite 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 into user-friendly and visually appealing materials, is a self-starter, has a desire to learn, and can work independently and with a team.

This is an opportunity to work with a multi-agency multi-faceted team as well as 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 Graduate Associate 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 is

increasing awareness and outreach related to opportunities for public service careers and simultaneously improving and expanding 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. Experience developing training materials.
2. Demonstrated experience creating content, recording, editing, and publishing videos.
3. Hands on experience of a Content Management System (Drupal or similar).
4. Proven experience utilizing social media platforms (LinkedIn, Facebook, Twitter, similar social media channels).
5. Experience collaborating with different types of stakeholders and partners.
6. Strong oral and written communications skills.
7. Experience with Microsoft Office 365 Suite or similar programs, and virtual platforms such as Microsoft Teams, WebEx, and Zoom.

Minimum Education and Experience Requirements

Must be enrolled in a graduate program at an accredited North Carolina Institution of Higher Education.

Application Process: Please email a cover letter, a current resume, a completed [PD 107](#), and 2 references to Andrea Bennett, Talent Acquisition Consultant at andrea.bennett@nc.gov

Application Deadline: October 15,2021