

**Agency Name**

NC Department of Environmental Quality

Agency Division

Human Resources

Work Location

Hybrid/Office Address

217 W. Jones Street Raleigh, NC 27603

Pay Rate

\$18

Project Sponsor Name

Megan Church/Kathleen Tardif

Project Sponsor Email

megan.church@ncdenr.gov

Agency Website

<https://deq.nc.gov/>

Hours

5/10 hours a week for a total of 80 hours

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The North Carolina Department of Environmental Quality (DEQ) is the lead stewardship agency for the protection of North Carolina's environmental resources. The organization, which has offices from the mountains to the coast, administers regulatory programs designed to protect air quality, water quality, and the public's health, and works to advance an all-of-the-above energy strategy that fits North Carolina's needs.

DEQ also offers technical assistance to businesses, farmers, fishermen, local governments, and the public and encourages responsible behavior with respect to the environment through education programs provided at DEQ facilities and through the state's school system. DEQ touches the lives of all North Carolinians in many ways to enhance and ensure our quality of life.

Project Description and Expectations

The DEQ Division of Human Resources develops, administers, and maintains programs and services that assist and enhance employees' abilities to carry out the DEQ mission and further DEQ initiatives.

This student will assist in areas of central HR administration such as benefits, employee experience, internship activity coordination, and recruitment. The intern will assist with the creation of outreach materials for social media platforms that DEQ HR uses (LinkedIn mainly) but potential collaboration with DEQ's Social Media platforms as well for recruitment or employee experience materials.

Expectations are that the intern will work professionally, collaboratively, and at times independently if/when working remotely. Weekly check-ins will be in person when possible. We would like the intern to work in a hybrid atmosphere if possible. Examples of this would be one day in the office and other days remote.

Major Tasks to be Performed

This micro-internship will assist HR Program Managers, Division Managers, and HR staff to develop outreach materials for posting on the Division website and DEQ's Agency social media networks for recruitment and education purposes. Projects may include topics/program areas of: benefits, employee assistance program, job vacancies, pre-boarding, and development of onboarding materials for new employees.

Desired Knowledge and Skills of the Intern

- Proficient use of Microsoft word, adobe, and social media.
- Ability to work remotely to conduct research
- Professional communicator

Minimum Education and Experience

Undergraduate student enrolled in Meredith College pursuing a degree in Business Administration: Concentration in Human Resources Management. The ideal candidate must have a minimum of 60 credit hours and can work remotely with one in-office day for weekly check-ins with project sponsor(s).

Example Work Schedule

M/W/F 2:00-4:00 with Wednesday being an "office day" every week.

Final Product Anticipated

Outreach materials developed and posted on the department's website and social media platforms for recruitment and employee education purposes.

Student Learning Objectives

The intern will be exposed to the following areas in Human Resources: Benefits, Employee Assistance Program, Recruitment, and Internship Program Coordination.

Travel Requirements

Travel to the office for weekly office days.

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