



Council for Women & Youth Involvement

Agency Name

Department of Administration

Project Sponsor Name

Candace Settle

Agency Division

Council for Women & Youth Involvement

Project Sponsor Email

Candace.Settle@doa.nc.gov

Division Name

Council for Women & Youth Involvement

Agency Website

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

Work Location

Remote

Hours

5/10 hours a week for a total of 40 hours

Pay Rate

\$13

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The N.C. Department of Administration serves as the business manager for North Carolina state government. The department oversees government operations such as building construction, purchasing and contracting for goods and services, maintaining facilities and grounds, managing state vehicles, acquiring and disposing of real property, and operating services such as courier mail delivery and the sale of surplus property.

Additionally, NCDOA oversees many of the state's advocacy programs, which advocate for and serve diverse segments of the state's population that have been traditionally underserved.

Project Description and Expectations

Interns will assist with the State of NC Internship Program application process. The intern(s) will input possible internships opportunities. Next, the intern(s) will utilize procedures to screen student applications to determine if they qualify for the next steps within the program. Due to conflict of interest, applicants that apply for the DOA Summer Internship Program will not be considered for this opportunity.

Major Tasks to be Performed

Entering possible internship opportunities into online system and reviewing student applications to determine next steps.

Desired Knowledge and Skills of the Intern

Microsoft Office

Minimum Education and Experience

Undergraduate or Graduate student pursuing a degree in Business, Human Resources, and/or related fields.

Final Product Anticipated

All applications are reviewed and moved to the next step of the program.

Student Learning Objectives

Basic knowledge of an applicant tracking system commonly used in the public sector, data entry, and the general understanding of State of NC Internship Program and other youth programs within the Department of Administration.

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