



Council for Women & Youth Involvement

Agency Name

Department of Administration

Project Sponsor Name

Anaja McClinton

Agency Division

Council for Women & Youth Involvement

Project Sponsor Email

anaja.mcclinton@doa.nc.gov

Division Name

Council for Women & Youth Involvement

Agency Website

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

Work Location

Hybrid

Hours

20-40 hours a week for a total of 80 hours

Pay Rate

\$15

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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

Assist with planning the upcoming State of NC Internship Program, contacting department liaisons, and creating a database to capture those departments interested in participating. The micro-intern will also support the planning of the 2023-2024 State Youth Council year, which includes board meetings and the Internship Council and Youth Advisory Council.

Major Tasks to be Performed

Assisting with board meetings and youth programs at Council for Women and Youth Involvement.

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

Improve the efficiency of State of NC Internship Program by implementing a new process

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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