



Higher Education to NC Government Careers

YOUR CAREER, YOUR STATE, WORK FOR NC.

Agency Name

NC Office Of State Human Resources

Project Sponsor Name

Andrea Bennett

Agency Division

Talent Acquisition

Project Sponsor Email

Andrea.Bennett@nc.gov

Division Name

Higher Education NC Government Careers

Agency Website

<https://oshr.nc.gov/ed2nc>

Work Location

Remote

Hours

10-20 hours a week for a total of 80 hours

Pay Rate

\$15

Anticipated Start Date

7.10.23

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's two- and four-year 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.

Project Description and Expectations

Interns will 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 and enhance engagement between job seekers and recruiters.

Major Tasks to be Performed

- Assist the Talent Acquisition Team with disseminating a survey to all NC state agencies and all 110 NC colleges and universities
- Review survey submission data for grammatical errors and submit corrections
- Create and maintain a detailed record of completed surveys and follow up with the NC state agencies and NC colleges and universities that have not completed the survey
- Create social media postings announcing the completion of the contact directories and other relevant information

Desired Knowledge and Skills of the Intern

- Experience with Microsoft Office 365 Suite or similar programs and virtual platforms such as Microsoft Teams, WebEx, and Zoom.
- Strong written and verbal communication skills
- Proven experience utilizing social media platforms (LinkedIn, Facebook, Twitter, and similar social media channels).

Minimum Education and Experience

Undergraduate student pursuing an associate or bachelor's degree.

Required Equipment

Intern(s) will need a personal computer or laptop and reliable internet.

Example Work Schedule

Work hours are flexible, but here is an example: Mon-Fri 10 am-12 pm and 1 pm-3 pm.

All hours must be held during business hours (8 am-5 pm Mon-Fri).

Final Product Anticipated

Below are links to the test sites

- [NC College & University Contact Directory](#)
- [State Agency Recruitment Staff Directory](#)

Student Learning Objectives

In this role, the interns will work closely with the NC OSHR Division of Talent Acquisition, the NC Office of Strategic Partnerships, and the NC Department of Information Technology to learn the following:

- Gain relevant, hands-on experience that can be used towards future careers in state government
- Business email writing
- Professional phone communication
- Strategies for successful communication using social media platforms in a professional setting

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