

**Agency Name**

Office of State Human Resources

Project Sponsor Name

Jill Lucas

Agency Division

Communications

Project Sponsor Email

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Division Name

Communications

Agency Website

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

Agency mission and services provided to the community

The Office of State Human Resources (OSHR) serves as the “Center of Human Resources Collaboration and Facilitation” for the State of North Carolina through an integrated, professional Human Resources function that is collaborative, strategic, and customer-focused, allowing state government to attract, retain, develop, and motivate a high-performing, diverse workforce. In compliance with the State Human Resources Act and with accountability to the Governor and the State Human Resources Commission, we provide high quality human resources services that enable agencies and universities to attract, motivate, develop, and retain a competent, diverse workforce to meet their business objectives.

Project Description and Expectations

Paid Parental Leave Webpage: Develop a webpage for highlighting state agency and university employees who have benefited from the Paid Parental Leave benefit. Will utilize existing written content, photography and video as well as possibly developing new content to create testimonials.

Major tasks to be performed?

1. Taking existing written content, photographs and video interviews and create testimonials from state agency and university employees who have successfully used Paid Parental Leave
2. Work with HR professionals from state agencies and the university system to identify employees who have utilized Paid Parental Leave and interview, develop written content, take photographs and video interviews
3. Work with web manager to design and create web page utilizing the resources developed

Desired knowledge and skills of the intern?

1. Ability to conduct thoughtful and friendly interviews with state agency and university employees who have used Paid Parental Leave
2. Knowledge of website content management system
3. Basic understanding of how a webpage is structured
4. Skills with photography and video and related editing skills
5. Skill writing concise content

What field(s) of study is best suited to this opportunity?

English
Visual Design
Graphic Design
Marketing

Final product or outcome anticipated?

Webpage that meets the State's standards for publication.

What can a student expect to learn during this internship?

1. How to develop a marketing tool for an employee benefit
2. How to write in a concise, consistent style and voice
3. Editing photos and videos
4. Webpage development

Ed2NC recommends remote internships to allow all North Carolina students an equal opportunity to participate. Will this be a remote internship, in-person, or hybrid?

Hybrid

Expected hours per week and/or total project hours?

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

What is the anticipated intern work schedule?

Flexible hours between 9-4 M-F. In-person schedule will be determined on availability of intern and scheduling of video interviews.

Will travel be required?

Possibly if need to do onsite photography/video

Will state equipment be provided for intern to perform required tasks?

Camera and video equipment if necessary

Proposed pay rate?

\$17/hr