



**State of North Carolina  
Internship Program**  
Creating opportunities  
for students

**50<sup>th</sup>**  
**Anniversary**  
Established 1969

Over 4,000 opportunities created since 1969

# 2019 State of NC Internship Program Booklet

Application Deadline: January 14, 2019

**State of North Carolina**

Roy Cooper, Governor

**North Carolina Department of Administration**

Machelle Sanders, Secretary

Christy Agner, Deputy Secretary for Advocacy Programs

**NC Council for Women & Youth Involvement**

Mary Williams-Stover, Executive Director

Candace Dudley, Internship & Youth Council Coordinator

[www.youthinvolvement.nc.gov](http://www.youthinvolvement.nc.gov)

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# State of North Carolina Internship Program

## Introduction

Created in 1969, the North Carolina Internship Program provides students with professional work experience that connects their classroom experiences and potential career choices. The Council for Women & Youth Involvement, an advocacy agency within the North Carolina Department of Administration, coordinates the program.

Interns work 40 hours a week for a 10-week period, earning \$8.25 an hour. They participate in meetings, educational tours and other activities designed to broaden their perspective of public service and state government. There are numerous internship positions available during the summer at various state agencies located throughout North Carolina. Projects and interns are screened and selected by the North Carolina Internship Council.

Interns are encouraged to seek academic credit for the internship, but the student is responsible for making such arrangements and should determine the specific procedure at her/his academic institution. The Internship Council reminds all applicants that the intent of the Internship Program is to provide a variety of opportunities for students to learn about public service professions. The program is not designed to compete financially with the private sector.

## Eligibility Requirements

- An applicant must be a permanent North Carolina resident attending a college, university, law school, community college or technical institute in North Carolina or a North Carolina resident attending an equivalent institution out of state.
- Applicants must carry a 2.5 or greater overall grade point average on a 4.0 scale.
- Applicant must be at least 18 years old by January 1, 2019.
- Community college students must have completed their first year completed before beginning the internship.
- Applicants must be continuing their education in the fall following their participation in the program.
- To qualify for a law internship, applicants must have completed at least one year of law school before the beginning of the internship, unless other majors are listed.
- Students having previously held paid internships with this program are not eligible to apply.
- Applicants must be willing and able to work full-time for the entire 10-week internship. Applicants must be able to provide legal proof of identity and work authorization within three working days of employment.

\* Factors considered when determining North Carolina residency include, but are not limited to, tuition/grant status, length of residency (must be a permanent resident of North Carolina for the 12 months preceding the date of application), permanent address/phone, and/or state issued driver's license/ID.

Students who have limited career-related experience are strongly encouraged to apply.

## Application Process

Please review the following application instructions carefully. Applications that do not meet the stated requirements will not be considered. If you have questions or need assistance, you may contact the Internship Coordinator, Candace Dudley, at [Candace.Dudley@doa.nc.gov](mailto:Candace.Dudley@doa.nc.gov).

The application can be accessed from: <http://ncadmin.nc.gov/internshipnc>. Applications must be completed and postmarked by Monday, January 14, 2019. **Late application packets will not be considered.**

Applicants may apply for **up to three** internship projects. To complete your application, you must submit the following materials:

## Required Application Materials

- **Application-** State of North Carolina Internship **application**.
- **Cover letter(s)-** Outlining the reasons you are interested in each project for which you are applying for. Address cover letter(s) to the North Carolina Internship Council or to Candace Dudley, Internship Coordinator, 1320 Mail Service Center, Raleigh, North Carolina 27699-1320.
- **Resume-** Professional résumés. Résumés should not exceed 1 page.
- **Transcript-** One copy of transcripts for all post-secondary grades. An unofficial student copy, obtained from your school's website or registrar, is acceptable. Transcripts must verify current overall GPA.
- Graduate and law students should submit an official schedule/course list if current grades are not available. Law students should include their current class rank when possible. If you have attended more than one college/university, include a transcript for each; graduate/law students should include undergraduate transcripts.
- **Legal writing samples (law students only)-** Brief writing samples should be limited to three pages. Include a copy for each law project to which you apply. Writing samples exceeding three pages will not be accepted.
- **Recommendation letter(s)-** *optional*. Limit recommendation letters to only two.
- **Mailed paper application materials are required.** Emailed or faxed applications will not be accepted. All applications must be postmarked by Monday, January 14, 2019. Applications postmarked after this date will not be considered. Mail all materials in **ONE** envelope.

### IMPORTANT

In addition to the application packet, please tailor your cover letter(s) for the specific project for which you apply. For example, if you are applying for three projects, you will need three cover letters. I encourage you to tailor each cover letter to the individual project if desired. Cover letters may be addressed to the North Carolina Internship Council or to Candace Dudley, Internship Coordinator, Council for Women and Youth Involvement.

Submit all application materials by mail (in **one** envelope) to:  
State of NC Internship Program Internship Program  
Council for Women & Youth Involvement  
1320 Mail Service Center  
Raleigh, N.C. 27699-1320

## Selection Process

The North Carolina Internship Program is historically quite competitive. The North Carolina Internship Council screens all eligible applications and selects students for interviews with project supervisors. All interviews are conducted by phone. Interviews will begin on February 27, 2019 and conclude on March 11, 2019. After interviews, applicants and supervisors submit a preference form, ranking their preferred projects/applicants. The Internship Council and The Council for Women & Youth Involvement office make the final match for projects based on student and supervisor preferences, student demand for a project, departmental and geographical distribution of projects and other relevant factors.

State government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. If you require accommodations in accordance with the Americans with Disabilities Act, contact the Council for Women and Youth Involvement at (919) 733-2455 or (919) 807-4407.

Placement in an internship will be contingent upon completing required employment eligibility forms and, if applicable, satisfactorily completing additional screening procedures required by the Department in which you will be working.

## Important Guidelines and Tips

- Observe deadlines for submission of application materials; late applications will not be considered.
- Your cover letters should be persuasive documents with specific reasons for your desire to participate in each of the projects for which you apply.
- Remember that you are filing an application for a full-time summer job in state government. Confirming your application signifies that all statements in the application are true and complete to the best of your knowledge.
- Carefully observe the eligibility requirements listed in this booklet. The Internship Council will not review your application if it fails to meet the stated requirements.
- If you are selected for a telephone interview(s), be prepared to communicate effectively about yourself, your coursework and your interest in the internship position(s) for which you applied. Keep a copy of your application and review it before the interview(s).

## Important Dates

Monday, January 14, 2019	Application Deadline
Friday, February 8, 2019	Internship Council Screens Applications
February 27 – March 11, 2019	Interviews with Project Supervisors
Monday, March 18, 2019	Intern and Supervisor Preference Forms Due
Wednesday, March 27, 2019	E-mail Notification of Internship Placement
Monday, May 20, 2019	Orientation and First Day of Work
May 20 – July 26, 2019	Internship Program Dates
July 2019	Intern Reception at the Executive Mansion

## Personnel and Payroll Policies

For state government payroll purposes all interns are classified as temporary state employees. Some important policies affecting interns are:

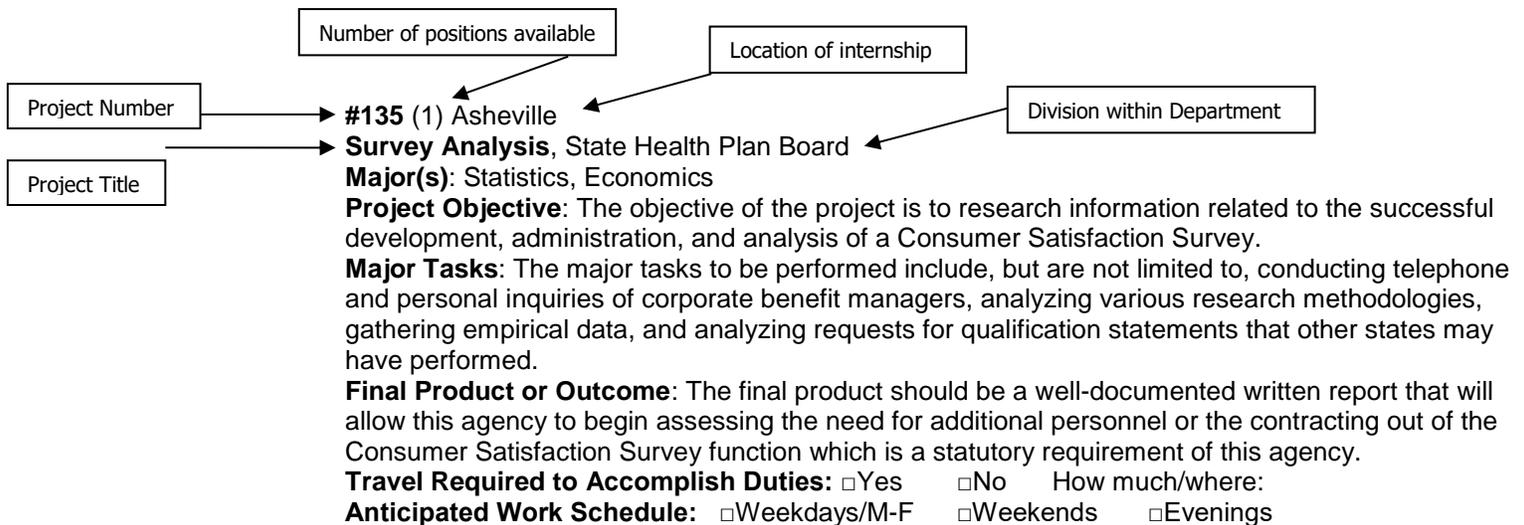
- As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- Interns are paid \$8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 20 through July 26, 2019. Thursday, July 4, 2019 & Monday, May 27, 2019 are a state holiday and is treated as an unpaid day off for interns.
- All interns will work up to three weeks before receiving their first paycheck.
- While interns are not eligible to receive medical insurance, as a temporary employee, interns are covered by workers' compensation.
- Interns are not eligible to draw unemployment compensation from their summer wages.

## Housing and Transportation

Interns are responsible for arranging and securing housing for the internship period. The Council for Women & Youth Involvement Office will act as a referral resource for interns in need of housing, but staff will not be involved in tenant-landlord relationships. Interns are responsible for securing transportation to and from their work site.

## How to Use This Synopsis

The projects described in this booklet are grouped according to state government departments. The projects are numbered consecutively. Students may apply for up to three internship projects. A sample internship project description is shown below:



# Internship Projects by Department

## ADMINISTRATION

#1 (1) Raleigh

### **DOA Performance Measures Intern – Process**

**Improvement Phase II**, Office of the Secretary

**Major(s):** Political Science, Statistics, Government, Public Policy, Public Relations, Communications, Business Administration, Economics

**Project Objectives:** Interns will spend the summer learning the functions of the Department of Administration and leading the performance metrics for each division.

**Major Task:** Interns will become an integral part of the department, participating in activities, working with each division to track performance measures, attend meetings, provide administrative support, and track performance measures of each division.

**Final Product or Outcome:** Validate performance metrics for each division in the Department of Administration.

**Travel Required to Accomplish Duties:** Yes

**Anticipated Work Schedule:** Weekdays/M-F

#2 (1) Raleigh

**NC MLK Jr. Commission Internship**, Advocacy Programs, NC MLK Jr. Commission

**Major(s):** Communications, Political Science, Anthropology, Religion, Sociology, Interdisciplinary Studies, African American Studies, Latinx Studies, Gender Studies, American Indian studies, Foreign Language, History, Journalism

**Project Objective:** The purpose of the program is to research written historical and record current oral history resources related to Martin Luther King Jr.'s work in North Carolina. Working in alignment with the NC MLK Jr. Commission and its strategic partners, the intern will develop a framework for an oral history project to retain the voices and experiences for those who worked with Dr. King. The intern will also develop an asset map indicating the locations of Dr. MLK Jr. related monuments in NC and identify NC communities that host annual awareness events in Dr. King's honor.

**Major Task:** Develop a framework for an oral history project. To build a repository of individuals who were contemporaries of Dr. King and engaged in shared social justice efforts in North Carolina. To assist with program publicity through press releases and social media. The intern will take part in the programs and train Commission members in the implementation of the hands-on activity.

**Final Product or Outcome:** Intern will have the unique opportunity to observe and interact with programs and Commissions to develop materials to enhance the public's awareness of Dr. Martin Luther King Jr.'s legacy and NC

connection to his activities and teachings. Intern will further gain perspective on how citizen boards and commissions

work within government structures to work collaboratively and serve the needs of NC citizens.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#3 (1) Raleigh

**Using GIS to Solve Complex Challenges Intern**, State Property Office

**Major(s):** Geographic Information Systems, Geography, Forestry, Earth Science, Environmental Engineering, Environmental Science, City/Regional Planning or related

**Project Objective:** Develop Real Property Portfolio geospatial database to demonstrate the practical application of GIS in the Real Estate field.

**Major Task:** Collect, convert, assemble, publish geospatial and tabular data on ArcGIS Online.

**Final Product or Outcome:** A comprehensive geospatial database of the State Government Center.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#4 (1) Raleigh

**Community Leaders Initiating Change Through Collaboration (CLICC)**, Council for Women & Youth Involvement

**Major(s):** Communication, Business, Psychology, Social work, Sociology

**Project Objective:** Increase the capacity of Domestic Violence/Sexual Assault agencies to provide comprehensive services to sex and labor trafficking victims. Increase NC's capacity to add and expand victim services, awareness of survivors' needs, and increase access to information and referral services through resources statewide.

Provide professional training, community development and enhancement throughout NC, to collaborate and implement a Community Advocate Committee to include advocates from faith based and underserved communities. To utilize our partnerships to assist, expand, and support victim services. Collect and manage data regarding human trafficking through current client services reports from Council for Women and Youth Involvement grantees that will allow for proper data collection.

**Major Task:** Include labor trafficking in human trafficking awareness programs to assist with outreach in rural communities, host four leadership conferences for trafficking survivors, and establish and work with a Community Advocate Committee. Implement service provider trainings across the state. Provide education to health professionals and technical assistance to state agencies, community agencies, NGOs, law enforcement, and crime victims.

**Final Product or Outcome:** Successfully launch a human trafficking event, learn what human trafficking is and assist with trainings, and provide community awareness of the newly launched CLICC Program.

**Travel Required to Accomplish Duties:** Yes, occasional travel to attend trainings, assist with community events.

**Anticipated Work Schedule:** Weekdays/M-F

#### #5 (1) Raleigh

**Data Analytics & Project Services Intern,** Historically Underutilized Businesses

**Major(s):** Communications, Journalism, Information Technology, Marketing, Business

**Project Objectives:** The objective of the annual report is to inform key stakeholders on the performance and accomplishments of the HUB Office that will create awareness for the HUB program and the value that is added to HUB vendors, community partners and the constituents the office serves. The North Carolina Office for Historically Underutilized Businesses was established on April 20, 1999 through the signing of Executive Order 150. The mission of this office is to promote the economic opportunities for historically underutilized businesses in State Government contracting and procurement that will foster their growth and profitability.

**Major Task:** Develop a robust annual report to demonstrate the components of the HUB Office. The selected intern will support a full range of activities required to conceptualize, and draft the content, layout and design of the annual report. HUB supporting staff will be assigned to assist in creating the framework and draft for the reporting, content, reviewing, editing and proofing of information. The sources to compile the information will vary to include internal data sources as well as interfacing with community partners.

**Final Product or Outcome:** A completed Annual Report & Framework for Office Procedures Manual

**Travel Required to Accomplish Duties:** Minimal

**Anticipated Work Schedule:** Weekdays/M-F

#### #6 (1) Raleigh

**Communications & Policy Development Intern,** Secretary's Office

**Major(s):** Communications, Political Science, Anthropology, Religion, Sociology, Interdisciplinary Studies, African American Studies, Latinx Studies, Gender Studies, American Indian studies, Foreign Language, History, Business & Public Administration, Law, Social Work, Journalism

**Project Objectives:** The intern will work to increase collaboration in the programs of the Department which include Advocacy Programs and Services to State agencies, as well as various state Boards and Commissions. Utilizing communication strategies, interaction with agency program staff and Commission members, and legislative activities, the intern will develop strategies to enhance awareness of programs that serve unique populations of NC. The intern will work directly with the Policy Director, the Legislative Liaison

and the Communication staff to create alignment with the Department's strategic imperatives and to enhance the effectiveness of citizen volunteers who serve on Boards and Commissions.

**Major Task:** Attending and providing observations of Legislative hearings and Sessions, as well as Advisory Councils and Commissions staffed by the Department of Administration. Track legislation and prepare reports. Preparing and processing social media, website and other communications.

**Final Product or Outcome:** Intern will have the unique opportunity to observe and interact with significant and varied programs and Commissions to propose strategic steps to enhance the public's awareness of the Department's Programs. Intern will further gain perspective on how the Legislative and Executive branches of government can work collaboratively to solve problems and identify early trends that can serve the needs of NC citizens.

**Travel Required to Accomplish Duties:** Yes, Occasional trips 5-10 miles from work location for meetings.

**Anticipated Work Schedule:** Weekdays/M-F

#### #7 (1) Asheboro

**Data Research and Analysis Intern,** Council for Women & Youth Involvement – Western Region

**Major(s):** Forensic Science, Social Work, Communication, Political Science, Computer Science

**Project Objectives:** Conduct an analysis of 10+ years statistical data and assist with interpretation and development of report containing policy and/or Administrative Code recommendations.

**Major Task:** Data analysis, improve data collection, interpret data.

**Final Product or Outcome:** Final report prepared and presented to the Domestic Violence Commission

**Travel Required to Accomplish Duties:** Yes, If a presentation is requested at the DV Commission meeting

in Raleigh, intern may travel with the Region Director who has a state vehicle. Lodging provided by CFW&YI.

**Anticipated Work Schedule:** Weekdays/M-F

#### #8 (1) Raleigh

**Communications Intern-NC Status of Women and Youth Involvement Intern,** NCCFWYI

**Major(s):** English, Communications, Public Policy, Research, Information Technology, Psychology, Social Work/Sociology

**Project Objectives:** Promote youth involvement programs managed by the NC Council for Women and Youth Involvement including State Youth Councils, Summer Internship Program, SADD, Mini-grants and Advisor Retreat Training.

**Major Task:** Research and write content for weekly e-newsletter, support planning and implementation of training and enrichment programs. Research and promote successful mini-grant recipients programs via social media, Update and publish results of the 2018-19

key issues survey administered to State Youth Council and SADD participants. Research and develop content to promote SYC mini-grant recipients via social media. Support special projects of the Domestic Violence Commission to increase understanding of access to services for youth and families.

**Final Product or Outcome:** Issues of the State Internship e-newsletter, Posts to the CFW/DOA website promoting State Youth Councils and Mini-grant recipients programs, Summary of State Youth Council survey with content that is posted to DOA website and presented to the SYC Board.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

### **ADMINISTRATIVE OFFICE OF THE COURTS**

**#9 (1) Raleigh**

**Researching Outcomes for the eCourts Civil Domestic Violence Program,** Court Programs

**Major(s):** Social Work, Law, Public Health, Women's Studies, Anthropology, Sociology

**Project Objective:** The intern will work with the Domestic Violence Specialist at the Administrative Office of the Courts to research outcomes on the electronic filing system for domestic violence matters. This system currently operates in 8 counties in North Carolina and includes Fort Bragg as a filing site. The data collected will be essential to assessing outcomes and will form the basis of future research projects between AOC and local universities. Evidence based analysis is necessary in order to publish systemic successes and effectuation of behavioral change among process navigators and litigants.

**Major Task:** The intern will conduct data acquisition and analysis from a variety of sources, including court personnel and litigants. The intern will develop and enhance a data collection tool that will allow for retention and sorting of relevant data and statistics to identify developing trends.

**Final Product or Outcome:** Gather critical data for a more global project that will allow for the identification of successes or necessary modifications within the electronic filing system for domestic violence litigation. Generate meaningful data that supports hypotheses surrounding implementation in each county that is capable of replication and future enhancement and supplementation.

**Travel Required to Accomplish Duties:** Yes, periodic travel to the current e-filing counties, which include: Alamance, Guilford, Wake, Durham, Davidson, Forsyth, Onslow and Cumberland.

**Anticipated Work Schedule:** Weekdays/M-F

**#10 (1) Raleigh**

**Enhancing Awareness of Language Access Services in the Courts,** Court Programs and Management Services

**Major(s):** Public Relations; International Relations; Government; Advertising; Graphic Design; Spanish; other foreign languages

**Project Objective:** To increase awareness and understanding of the importance of language access services in the court system as a matter of equal access to justice; to perform vital data entry and analysis on the use of foreign language interpreters on the Courts in order to better promote awareness of available language access services and how to access them.

**Major Task:** An in-depth analysis of the Spanish court interpreter usage statewide in the NC state courts, to include case types and trends. A webinar to be posted to the NCcourts.gov website for access by judicial officials and court personnel to learn about vital issues which impact the proper and efficient use of court interpreters.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

**#11 (1) Raleigh**

**Instructional Designer Intern,** Training and Development

**Major(s):** Education, English, Instructional Design, Public Administration, Instructional Technology, Business Administration, Criminal Justice, Journalism and Mass Communication, Law, etc.

**Project Objective:** The intern will work with the Organization Development Manager and instructional designers to prepare existing written course content in Word for migration to InDesign and test functionality prior to launch; help identify what, if any, printed in-class materials are needed for each class. Review training materials for clarity and readability. The intern will also test eLearning modules for functionality.

**Major Task:** The intern will transfer all remaining course manual content from printed Word format to InDesign eManuals; test eLearning modules in the Learning Center test environment and provide feedback on functionality, readability, and grammar. The intern will not need to know InDesign. The intern will participate in training project meetings to gather and assimilate information for training projects. The intern will also help write quiz questions

based on learning objectives and instructional content.  
**Final Product or Outcome:** Training & Development course materials will be migrated to InDesign and any required class handout materials will be created by the conclusion of the internship. Quizzes will be created for eLearning, which will be mapped to learning objectives and eLearning modules will be tested in the Learning Center test environment for functionality.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## AGRICULTURE AND CONSUMER SERVICES

#12 (1) Raleigh

**N.C. State Fair Public Relations Intern – Social Networking and Grassroots Marketing**, N.C. State Fair

**Major(s):** Communications, Public Relations, Journalism, Advertising

**Project Objective:** To promote the N.C. State Fair, which is one of the largest events in the state and draws 900,000-plus annually. Promotions will be done through a number of venues including social networking sites, high school publications and media outlets. Intern will produce news releases, speaking points and other promotional materials, and coordinate the purchase of advertising in high school newspapers, sports programs and other school-related outlets. The intern will expand and populate the Fair's existing social networking sites through blog posts, online research and special contests and promotions.

**Major Tasks:** The intern will expand and improve social networking efforts for the State Fair; budget and create a grassroots advertising campaign focused on high school students; write press releases and speeches; organize events; and assist with other activities associated with State Fair preparations and promotions.

**Final Product or Outcome:** Intern will create real-world portfolio pieces and gain hands-on experience as part of a public relations team. The intern will be involved in all aspects of promoting a large-scale event and will participate in planning meetings with Fair management and advertising company.

**Travel Required to Accomplish Duties:** Yes, there will be general back-and-forth travel to the State Fairgrounds for meetings. The travel will be random, probably no more than two times a week. Round-trip distance is about 16 miles.

**Anticipated Work Schedule:** Weekdays/M-F

## COMMERCE

#13 (1) Kings Mountain, Norlina, Rowland, Columbus, Dobson, Charlotte, or Mars Hill

**Summer Travel Counselor**, Welcome Center

**Major(s):** Tourism, Hospitality, Marketing, Business Administration, Political Science, other.

**Project Objective:** This project will expose the intern to North Carolina's visitors, who spent a record \$23.9 billion in the state in 2017. The intern will interact with individuals and families one-on-one to learn what brings them to North Carolina, and it will give the intern a chance to influence the visitors' spending in the state. Tourism expenditures supported 225,170 jobs in North Carolina and generated more than \$6 billion in payroll income. State tax receipts as a result of visitor spending topped \$1.2 billion in 2017, and local tax revenues directly resulting from visitor spending totaled more than \$731.6 million. Also the intern will assist the Manager in completing the online state material inventory of Maps, Travel Guides, Wine Guides, and Civil War Trail Maps,

monthly reports such as foreign visitor count generated from electronic guest registry using iPad, motorcoach bus report generated by counting busses and passengers, vehicles/reservations count for hotel rooms booked and new brochures approved to be displayed and distributed report. This internship is an excellent opportunity for the intern to learn about the tourism industry in North Carolina by being exposed to information about the state's various attractions and accommodations, to learn Welcome Center operations firsthand, to add anecdotal experiences to textbook knowledge regarding the tourism industry, and to actually have a direct impact on visitor spending by promoting the state.

**Major Tasks:** The intern will help staff the reception desk at one of the state's Welcome Centers. Since this is not a clerical position, the intern will be trained to answer visitor inquiries and assist with routine Welcome Center duties, just like one of North Carolina's nationally certified travel counselors. Additionally, and while the intern is exposed to the North Carolina visitors' demographics data, he or she will be making comparisons between that data and the Welcome Center's actual visitors' demographics trend.

**Final Product or Outcome:** The intern will become familiar with tourist destinations across the state, with a concentration on mountain attractions. Back in the classroom, the intern will be able to draw on individual experiences with tourists to add authentic anecdotes to textbook instruction and have a frontline knowledge of the state's growing \$23.9 billion tourism industry based not only on the general demographics of visitors to the state but also to the Welcome Centers and the monthly reports that reflect overall statistics about the program.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F & Weekends

#14 (1) Raleigh

**Communications and Public Affairs Intern**, Communications

**Major(s):** Communications, Journalism, Public Policy, Political Science, Economics, Culture, Public Relations, Marketing, English

**Project Objective:** Execute a robust communications strategy and support policy research for the N.C. Department of Commerce.

**Major Tasks:** Social media content creation, press release writing, researching speaking opportunities, researching policy issues, compiling background briefings on reporters and events for the Governor and the N.C. Secretary of Commerce and his staff, and assisting with briefing forms and run of show documents for the Governor and the N.C. Secretary of Commerce.

**Final Product or Outcome:** Social media content bank, press releases, speaking calendar, event and reporter briefing documents, research documents, and website updates.

**Travel Required to Accomplish Duties:** Yes, there may be some day trips for events, but no overnight travel

is necessary. IF there are opportunities for overnight travel, the internship supervisor will discuss with the intern, and the department will cover hotel cost if needed.

**Anticipated Work Schedule:** Weekdays/M-F

**#15 (1) Lumberton**

**NCWorks Workforce Development Intern, Workforce Solutions (DWS)**

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 10-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#16 (1) Charlotte**

**NCWorks Workforce Development Intern, Workforce Solutions (DWS)**

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 10-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#17 (1) Greenville**

**NCWorks Workforce Development Intern, Workforce Solutions (DWS)**

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 17-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#18 (1) Burlington**

**NCWorks Workforce Development Intern, Workforce Solutions (DWS)**

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 11-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#19 (1) Asheville**

**NCWorks Workforce Development Intern**, Workforce Solutions (DWS)

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 13-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#20 (1) Hickory**

**NCWorks Workforce Development Intern**, Workforce Solutions (DWS)

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 12-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#21 (1) Durham**

**NCWorks Workforce Development Intern**, Workforce Solutions (DWS)

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology,

Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 15-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**#22 (1) Jacksonville**

**NCWorks Workforce Development Intern**, Workforce Solutions (DWS)

**Major(s):** Business, Communications, Economics, Government Relations, Industrial Relations, Human Resources, Public Relations, Sociology, Psychology, Public Administration, Planning, Counseling, Social Work, Vocational Rehabilitation or related.

**Project Objective:** Expose students to the inner-workings of the State Workforce Development system and explore future employment opportunities within NCWorks

**Major Tasks:** Assist clients with employment & training services; including assessments, job referrals & training programs, job development contacts & placement; Conduct interviews & input data; Interact with businesses to develop job orders & referrals.

**Final Product or Outcome:** Will be cross trained in all services and programs offered through NCWorks. Will work in various counties throughout the assigned prosperity zone.

**Travel Required to Accomplish Duties:** Yes, you will visit career centers and attend workforce related meetings throughout a 12-county area.

**Anticipated Work Schedule:** Weekdays/M-F and evenings

**COMMUNITY COLLEGE SYSTEM**

**#23 (1) Raleigh**

**Marketing and Public Affairs Intern**, President's Office/Executive Division

**Major(s):** Public Relations, Marketing, Journalism, English, Political Science, Web and/or Graphic Design, open to any and all academic majors.

**Project Objective:** To help increase visibility of the North Carolina Community College System through foundation relations, social media, project management and/or marketing.

**Major Tasks:** Tasks may include the following: Assist with website updates. Provide assistance in research related to speaking engagements and media interviews. Assist in facilitating media request. Assist in social media outreach and marketing campaigns. Assist with event planning as necessary. Assist with Foundation relations.

**Final Product or Outcome:** Completed writing samples such as articles or new releases, graphic design or marketing pieces and hands-on experience in a fast-paced setting dealing with the general public, media, and internal and external stakeholders.

**Travel Required to Accomplish Duties:** No, however there may be opportunity to travel depending on the scope of the projects during the internship.

**Anticipated Work Schedule:** Weekdays/M-F

## ENVIRONMENTAL QUALITY

**#24 (1) Morehead City**

**Marine Fisheries Research Intern, Marine Fisheries**

**Major(s):** Biology, Marine Biology, Environmental Science, Fisheries Science, Library Science, Fisheries Management

**Project Objective:** Assist Division of Marine Fisheries Biologists and Technicians in carrying out ongoing fisheries research projects in the field, in the lab, and through the acquisition and management of pertinent documents and other resources.

**Major Tasks:** The intern will work with other section staff to research and acquire pertinent scientific research documents relating to ongoing projects being conducted by the DMF. Once an inventory of research is prepared, the intern will be tasked with cataloging those documents as appropriate and distributing that information to DMF staff for use in their research. This intern will also have the opportunity to assist in several ongoing DMF projects relating to fisheries management and protected resources. The intern will work with staff from the Fisheries Management Section of the Division of Marine Fisheries in carrying out research sampling and data collection for a variety of ongoing population and resource studies. They will also work with staff to acquire and catalog pertinent research documents that will help in the design and analysis of these studies.

**Final Product or Outcome:** The information and products generated through this internship will provide DMF staff with valuable scientific data and resources that serve as the basis for many of the fisheries management decisions made by the DMF.

**Travel Required to Accomplish Duties:** Yes, Occasional travel to project locations, regional offices, libraries, and research facilities throughout coastal North Carolina, but no overnight travel.

**Anticipated Work Schedule:** Weekdays/M-F

**#25 (1) Raleigh,**

**Developing a Story Map for the Cape Fear River Basin, Water Resource**

**Major(s):** Environmental Science, Hydrology, GIS, Cartography, Graphic Design, Science Communication

**Project Objective:** To support the Division of Water Resources in its efforts to better communicate water quality and quantity issues in North Carolina's major basins by developing ArcGis Online (AGOL) Story Maps to accompany the Basin Plans. The intern will help Basin Planners use AGOL tools to take complex and varied information about the basins and present them with compelling graphs, designs, visuals, summary text, images, ect. within a Story MAP. They will be able to build on a Story Map that has been developed for the Watauga River Basin and create a product that is appropriate for the Cape Fear River Basin. The intern's work will be used as a model for the development of Story Maps for other North Carolina river basins.

**Major Task:** Work with staff to prioritize, design, and complete an (AGOL) Story Map to effectively communicate water quality and quantity issues in the Cape Fear River Basin Plan. Compile and/or create GIA layers to be displayed in the maps.

**Final Product or Outcome:** We anticipate that an AGOL Story Map for the Cape Fear River Basin will be completed. The intern may also develop story maps for other basins, a master template, or graphics and data visualizations if time allows.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#26 (1) Raleigh**

**Sustainable Opportunities in the Private Sector, Secretary's Office**

**Major(s):** Environmental Science, Environmental Policy or Management, Energy, Business, Political Science, Architecture, Engineering, Communications, Marketing

**Project Objective:** The intern will work with an Environmental Programs Consultant to help support and accelerate voluntary environmental goals and actions within the private/business sector.

**Major Tasks:** The intern will help manage the database of current businesses within North Carolina that have environmental goals, develop outreach strategies for businesses for information exchange and best practices and help manage a database of technical and business resources for environmental management.

**Final Product or Outcome:** This is an excellent opportunity for an intern to work with real-world businesses to understand their needs and best practices related to settings and achieving environmental goals. The intern will work with a consultant with over 20 years of business experience (including, marketing, finance, and energy) to understand how best practices for environmental action fit into a company's overall business strategy, profits, risk management, and customer satisfaction. The intern will help coordinate best practices, leadership examples, and recognition results.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#27** (1) Raleigh,

**Natural and Working Lands GHG Inventory**, Raleigh

**Major(s):** Forestry, Natural Resources, Conservation, Environmental Science

**Project Objective:** Enhance the existing GHG inventory for Natural and Working Lands (N&WL) and assist in developing a new system to both estimate historical inventory and forecast changes in the GHG inventory out to 2030 using data specific to North Carolina and based on business as usual and forecasted changes due to specific projects, changes in management practices or land conversions.

**Major Tasks:** Research, download, and provide quality assurance on existing federal and state data sets for N&WL required to estimate GHGs. Develop data sets where none exist using readily available surrogate data and estimation methods from federal and state resources. Research inventory datasets and estimation methods used by other states. Develop a system to import various data sets into database or spreadsheet tool to estimate GHG emissions and carbon flux. Provide documentation of data, methods, import process and final product.

**Final Product or Outcome:** Enhanced GHG Inventory for N&WL with system to forecast changes in inventory based on both business as usual and proposed scenarios.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#28** (1) Raleigh

**Groundwater Quality Data Analysis and**

**Communication**, Water Resources

**Major(s):** Geology, Earth science, Environmental Science, water related majors (Hydrology, Water Resources, etc.), Communications, Journalism, Science Communication, Environmental Chemistry, Data Science, Statistics, Computer Science, GIS, Web Development/Design.

**Project Objective:** Effective communication of ambient groundwater quality data to the public in a web-based application. Use groundwater data to improve our understanding of coastal plain aquifers. The intern will work with the Groundwater Quality staff to develop data analysis and web visualization processes that present the current groundwater quality data to internal and public audiences in a meaningful way. Analyses and visualizations could pertain to drinking water, surface water-groundwater interactions, comparing groundwater chemistry in different aquifers, GIS mapping of groundwater chemistry, etc.

**Major Tasks:** Utilize the ambient groundwater quality data collected by GWMB staff to answer questions about groundwater aquifers in the NC Coastal Plain. Research data analysis products by DWR, USGS, and EPA to determine how DWR should present data to the public. Intern will also make recommendations on or develop web-based communication of water quality data (e.g. data visualizations, maps, graphics). Assist in water

quality field sampling. Assist in data management tasks as we transition to an enterprise level database.

**Final Product or Outcome:** Recommendations or products of sampling data results for the DWR website. Report on results of data analyses.

**Travel Required to Accomplish Duties:** Yes, Occasional day trips to sample wells within two hours of Raleigh.

**Anticipated Work Schedule:** Weekdays/M-F

**#29** (1) Raleigh

**Stormwater "Smart Form" Programmer**, Energy, Mineral and Land Resources

**Major(s):** Engineering, Mathematics, Statistics, Computer Science, Information Systems

**Project Objective:** This intern will work with the Stormwater Program Supervisor and other Stormwater Program staff members to create on-line forms for permit applications and other permit actions such as annual reports, and name, ownership and address changes. The intern will also create on-line forms for internal processes such as inspection reports and enforcement/compliance actions. These forms will be "smart;" that is, additional fields will appear for the user when additional information is needed per a specific response.

**Major Tasks to be Performed:** The intern will work with applicable stormwater staff to develop the forms, create and test draft forms, and create business processes to automatically file the forms in our digital file repository using Laserfiche On-line software.

**Final Product or Outcome Anticipated:** The use of these forms by the stormwater permittees and staff will significantly increase consistency and efficiency across this large, statewide program and is consistent with the direction that we have seen from the NC Legislature and DEQ Leadership to update and transform our permitting processes to the digital age.

**Travel required?** No

**Anticipated intern work schedule:** Weekdays/M-F

**#30** (1) Raleigh

**Intern to Secretary's Science Advisory Board (SAB)**, Marine Fisheries

**Major(s):** Biology, Marine Biology, Environmental Science, Fisheries Science, Library Science, Fisheries Management

**Project Objective:** Enhance DEQ's support and coordination activities for the SAB.

**Major Tasks to be Performed:** Assist NC DEQ Environmental Toxicologist with toxicological and environmental research activities to support the activities of the SAB. Includes scientific database searches for current toxicological science, environmental health risk calculations, preparation of scientific reports and data to support SAB's reviews.

**Final Product or Outcome Anticipated:** Enhanced work products by DEQ to support the SAB including data summaries and technical reports, to better support the

activities of the SAB, with benefit to DEQ, the SAB and the NC environmental and public health.  
Travel Required to Accomplish Duties: Yes, Possible out of town SAB meeting for public information sessions.  
Transportation will be provided by DEQ.  
**Anticipated Work Schedule:** Weekdays/M-F

**#31 (1) Morehead City**  
**GIS Database Modernization**, Marine Fisheries  
**Major(s):** Geography, Geographic Information Science (GIS), Cartography, Other Science majors if GIS courses have been taken by applicant  
**Project Objective:** The intern will work with GIS staff at the Division of Marine Fisheries on a project to modernize the GIS database that fisheries staff work with daily. Fisheries data will be incorporated into a public facing web application to allow citizens to view and download fisheries data without having to contact fisheries staff. All data will be transitioned to ArcSDE (Spatial Database Engine) from a collection of shapefiles, geodatabases, coverages, and raw coordinate data.  
**Major Tasks to be Performed:** The intern will be responsible for cleaning up attribute tables associated with current spatial data and loading the data into ArcSDE. Additionally, the intern will have the opportunity to work with AGOL (ArcGIS Online) to help setup the web interface that will be used internally at fisheries.  
**Final Product or Outcome Anticipated:** Modernization of NC Marine Fisheries spatial data allowing fisheries staff to view changes to the database in real time. The completion of this system will drastically reduce data requests within the division and improve accuracy of the data.  
**Travel required?** No  
**Anticipated intern work schedule:** Weekdays/M-F

**#32 (1) Morehead City**  
**Shellfish Growing Area Management Researcher**, Marine Fisheries  
**Major(s):** Biology, Marine Biology, Environmental Science, Environmental Health, Public Health, Microbiology  
**Project Objective:** The intern will provide support on a number of new or ongoing section projects to help in the proper classification of North Carolina shellfish growing waters. They will work with section staff to conduct a detailed study investigating the impacts of stormwater runoff on surface water quality and on the safety of shellfish for human consumption. Additionally, they will work with section staff to help produce baseline data for a harmful algae screening program for the section, focused on shellfish growing areas determined to be susceptible to blooms.  
**Major Tasks to be Performed:** Field collection of water samples and shellfish meat samples. Laboratory procedures to test for the presence of bacteria, and microscope identification of harmful algae species. Additionally, pollution source identification, background research on applicable topics, data analysis, and

generation of final reports with recommendations on actions to be taken.  
**Final Product or Outcome Anticipated:** The information generated in these studies will be used to help make decisions on how to best manage shellfish growing areas following rain events and will provide baseline data to help anticipate any problems we may encounter with harmful algae blooms along our coast. All of these projects will help us to maintain compliance with all state and federal requirements.  
**Travel required?** Yes, daily to sampling locations throughout the NC coast, but no overnight travel.  
**Anticipated intern work schedule:** Weekdays/M-F

**#33 (1) Manteo**  
**Assessment and Management of Coastal Fisheries Resources on the Outer Banks Intern**, Marine Fisheries,  
**Major(s):** Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields.  
**Project Objective:** Assist in various North Carolina Division of Marine Fisheries independent and dependent sampling programs, collecting data essential to assessing finfish stocks and in the development of NC fishery management plans.  
**Major Tasks:** Fishery independent experience includes trawling for juvenile finfish, fishing gill nets for adult finfish and fishing long line gear for adult red drum from various locations along the Outer Banks in North Carolina including the Pamlico, Roanoke and Croatan Sounds. Along with collecting biological and environmental information from fishery independent programs, the intern will also assist with our finfish tagging program where they will get to tag species, such as red drum, speckled trout, striped bass, and southern flounder. Fishery dependent sampling experience includes dock side sampling of commercially harvested finfish and blue crabs from a variety of fishing gear, such as gill nets, pound nets, and pots, which are primarily used throughout the Outer Banks estuaries during the summer season. This type of sampling not only involves the collection of biological data, but also gear information by interviewing commercial fishermen.  
**Final Product or Outcome:** Experience a broad range of fishing gear techniques typically used in the collection of fisheries information for the management of fisheries resources. Skills learned are invaluable introductory experiences for those individuals interested in a fisheries science career.  
**Travel Required to Accomplish Duties:** Yes, Daily, local travel will be along the Outer Banks using North Carolina Division of Marine Fisheries vehicles and boats. Occasional overnight travel is possible with per diem provided for meals and lodging.  
**Anticipated Work Schedule:** Weekdays/M-F

**#34** (1) Raleigh

**Weatherization Program, Program Monitoring and Fiscal Analyst, Energy/Weatherization**

**Major(s):** Building Science, Business, Accounting, Sustainable Building, Construction Technology, Public Service. Master level candidates welcome.

**Project Objective:** Intern will assist with all aspects of the Weatherization Assistance Program (WAP), including programmatic and fiscal reviews of NC WAP Sub grantees (both desktop and onsite), updating and creating program regulations and documents, processing correspondence between local Sub grantees and NC WAP, as well as other various duties.

**Major Tasks:** Work with the WAP team to amass and quantify data related to weatherization results; updating program documents such as fiscal and programmatic guidelines and correspondence templates; accompanying WAP team for program monitoring visits.

**Final Product or Outcome:** Providing the intern with valuable experience in fiscal management of grants, quality controls both fiscal and technical, and working with non-profit Subgrantees while updating NC WAP processes and documents, creating data tracking spreadsheets, and updating NC WAP guidelines.

**Travel Required to Accomplish Duties:** Yes, statewide up to 30% of the time.

**Anticipated Work Schedule:** Weekdays/M-F

**#35** (1) Beaufort

**Research and Stewardship Intern, Coastal Management**

**Major(s):** Biology, Environmental Science, Marine Biology, Ecology, Natural Resources Management

**Project Objective:** The intern will work with N.C. Coastal Reserve research and stewardship staff to conduct estuarine field research and help to manage the natural resources of an island nature reserve.

**Major Tasks:** The intern will participate in several types of scientific field sampling, including marsh vegetation surveys, shoreline mapping, and deploying and retrieving water quality instruments. The intern will also conduct bird and wild horse surveys, maintain public access points, and provide assistance with maintaining reserve boats.

**Final Product or Outcome:** The intern will: enhance research and stewardship efforts by increasing efficiency of operations; support a goal of the N.C. Coastal Reserve to engage students in hands-on learning experiences; and bring new ideas to enhance the professional capacity of the Reserve program.

**Travel Required to Accomplish Duties:** Yes, Intern might travel overnight to visit another Coastal Reserve site for research.

**Anticipated Work Schedule:** Weekdays/M-F

**#36** (1) Beaufort

**Coastal Management Reserve Education Intern, Coastal Management**

**Major(s):** Education, Biology, Environmental Science

**Project Objectives:** The Coastal Reserve Education Intern will learn about estuarine ecology and coastal processes. They will learn how to translate science information into age-appropriate learning materials and activities. The intern will learn different teaching techniques to use in a classroom and informal settings. They will also gain valuable hands-on science teaching experience, public speaking skills, leadership skills and organizational skills necessary to be a successful educator.

**Major Tasks:** The intern will assist the Reserve Education Coordinator with summer camps, field trips and classroom activities. The intern will be involved in developing and presenting curriculum-based programs to a variety of age groups (pre-school through high school). The intern will be responsible for teaching portions of each program and will be encouraged to develop innovative activities to include in the summer camps and programs. A significant portion of the intern's time will be spent in the preparation of activities and the rest of the time will be spent teaching students or leading field trips.

**Final Product or Outcome:** The intern will be involved in all aspects of summer camp development including program scheduling, student registration, curriculum development and teaching. The intern is expected to develop a hands-on activity that will be used during the summer programs and posted on our website for teacher use.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#37** (1) Mooresville or Raleigh

**Brownfield Tax Incentive and Economic Impact Database, Waste Management**

**Major(s):** Economics, Public Policy, Finance, Accounting, Public Administration, Planning, Urban Design, Environmental Science, Geology, Engineering

**Project Objective:** The objective of this project is to evaluate and quantify the amount of public benefit, in terms of dollars of investment and tax revenue, generated as a direct result redevelopment of Brownfields Properties. This information would be tracked in a data base created by the intern. In addition, the data would be made available to local communities, which could then be used by those community's subsequent grant applications (such as EPA Brownfields Grants) showing the success of Brownfields in their area.

**Major Tasks:** Conduct online research via county property tax websites to research value of improvements made to Brownfields Properties before and after brownfields agreements that facilitated their redevelopment. If available, the amount of private investment dollars would also be researched. Develop database that the program can use to track and update

this information as new brownfields agreements are completed. Develop data analysis process/algorithm to evaluate tax base effects and positive economic impacts of the brownfields properties redeveloped under the NC Brownfields Program.

**Final Product or Outcome:** The final product would be a summary County, and possibly by City of the amount of private sector investment in Brownfields Properties and the subsequent increase in tax values and possibly revenues these properties have provided over the course of time. In addition, the database developed by the intern will be something the Brownfields Program would continue to use to provide future economic impact estimates that result from redevelopment of brownfields properties.

**Travel Required to Accomplish Duties:** Yes, travel during the workday a few times during the summer may be needed to visit brownfields properties with brownfields program project managers.

**Anticipated Work Schedule:** Weekdays/M-F

### #38 (1) Raleigh

**Education Resource Developer**, Water Resource  
**Major(s):** Education, Physical and Natural Sciences, Conservation Biology, Environmental Science, Natural Resources Management

**Project Objective:** The intern will work with the education specialist and other stakeholders to develop a statewide water resource kit to share with K-12 educators. These kits will incorporate materials and resources covering key water literacy components aligned with K-12 curriculum requirements. For example, a package of materials to teach about water's impact on earth systems, specifically in the Broad River basin.

**Major Tasks:** Various kits will be developed using a systematic instructional design processes: analyzing, designing, developing, implementing, and evaluating the effectiveness of kit development. The intern will work closely with the division's education specialist to design a project to support teacher's confidence in water literacy.

**Final Product or Outcome:** The final product will include at least 6 differentiated packages ready for distribution to statewide educators interested in North Carolina's Water Resources.

**Travel Required to Accomplish Duties:** Yes, travel is flexible and contingent upon project needs

**Anticipated Work Schedule:** Weekdays/M-F

### #39 (1) Mooresville

**Environmental Safety Research Specialist**, Energy, Minerals and Land Resources

**Major(s):** Agricultural, Biological, Civil and Environmental Engineering, Environmental or Natural Resource Sciences.

**Project Objective:** To provide a motivated student who is interested in State Government and Environment for an opportunity to gain hands-on experience working in Land Quality Section of Division of Energy, Mineral and

Land Resources in Department of Environmental Quality. The intern will work directly with environmentalists, engineers and as well as other members of regulated community/public and will be able to get an experience in a diversity of state and federal environmental regulations including dam safety, industrial stormwater, mining and erosion control. This internship will include occasional field work, computer research, data entry, and writing inspection.

**Major Tasks:** The intern will be responsible for Working from a list of high and intermediate dams to be inspected in the fall, the intern could verify current ownership of the dam utilizing the applicable county GIS website, and provide proposed changes for review. Once these changes are approved, I-BEAM could be updated and a new one-page report submitted for review, with a draft notification of inspection. This would be useful and save time for all the specialists and provide the owners advance notice so that they may perform routine maintenance of their dams prior to our inspections. The intern will be Reviewing the MRO dam files to make sure EAPS for high hazard dams are entered into I-BEAM accurately. The intern could confirm and update the county emergency management addresses and numbers. The intern will work on organizing different filing cabinet and consolidating different file to reduce file access and process time. The intern will also work in Mining, erosion and sediment control program and Industrial storm water to review these permits and inspections. Some additional responsibilities will be tailored toward the specific interests of the student in order to maximize the internship experience in other areas of Environment.

**Final Product or Outcome:** The student will exit this internship with a significant awareness of State and Federal regulations and day to day functions of Land Quality section. The intern will have first-hand knowledge of the environmental programs with knowledge of Dam Safety, Sediments and Erosion control, Mining and Stormwater. The intern will also learn about research and development. The intern will spend five days with Air Quality, Water Resources, Water Quality, Public Water Supply and Waste management.

**Travel Required to Accomplish Duties:** Yes, 25%-30% within the region for inspections

**Anticipated Work Schedule:** Weekdays/M-F

### #40 (1) Manteo

**Research, Monitoring & Stewardship Intern**, Coastal Management

**Major(s):** Environmental, Physical and Natural Sciences, Conservation Biology, Botany, Natural Resource Management

**Project Objective:** Assist the Northern Sites Manager with research, stewardship and natural resource monitoring activities.

**Major Tasks:** Performing natural resource monitoring and research (such as herpetological and vegetation surveys), site stewardship, and completion of a project

based on intern's skills & talents that will benefit the Coastal Reserve.

**Final Product or Outcome:** The intern will gain experience in the field of natural resource management through participation in daily activities and completion of intern project. The skills and knowledge gained will assist them in meeting their employment and educational goals.

**Travel Required to Accomplish Duties:** Yes, day trips to the Northern Sites

**Anticipated Work Schedule:** Weekdays/M-F

#### #41 (1) Raleigh

**Aquatic Invasive Species Communication & Outreach Intern,** Albemarle-Pamlico National Estuary Partnership

**Major(s):** Environmental Science/Studies, Communication Studies, Public Relations, Biology, Botany, Marine Science, Ecology, English, Forestry and Environmental Resources, Natural Resources, Journalism, Multimedia, Strategic Communication, Geography, Public Policy

**Project Objective:** The intern will work to develop key aspects of the outreach component of [North Carolina's Aquatic Nuisance Species Management Plan](#) (ANSMP). The NC ANSMP is a collaborative, multiagency plan to improve the state's ability to address aquatic invasive/nuisance species issues. This internship will involve working with [Albemarle-Pamlico National Estuary Partnership](#) staff and ANSMP committee members from government agencies, academic institutions, and nonprofits to begin development of an interagency plan for comprehensive public outreach, including education and communications goals. The intern will also focus on the development of a citizen science strategy to assist in early detection and prevention of the introduction and spread of aquatic invasive/nuisance species in the Albemarle-Pamlico region, utilizing examples of successful initiatives from outside North Carolina (Ex: [PRISM](#), [CISMA](#)).

**Major Tasks:** The intern will work with members of the multiagency ANSMP committee to obtain field work experience managing aquatic invasive species and assess existing outreach, communications, and education efforts addressing aquatic invasive species in the state. The intern will then utilize that experience to create a strategic plan for coordinated citizen science and public-private partnership initiatives to assist in early detection and prevention of aquatic invasive species in the Albemarle-Pamlico region.

**Final Product or Outcome:** An assessment of current outreach and communications efforts addressing aquatic invasive species in North Carolina, as well as a citizen science strategy for addressing aquatic invasive species in NC's Albemarle-Pamlico region.

**Travel Required to Accomplish Duties:** Yes, Occasional travel will generally be within the Albemarle-Pamlico region (eastern North Carolina) but may be statewide.

**Anticipated Work Schedule:** Weekdays/M-F

#### #42 (1) Raleigh

**Workforce Development Fellow,** Human Resources

**Major(s):** Public Administration, Human Resources, Business Administration, Industrial/Organizational Psychology

**Project Objective:** This project is intended to expose the fellow (intern) to a variety of workforce planning strategies and provide an opportunity to gain hands-on experience developing a phase of a workforce development program for implementation within a department that has a variety of scientific specialties and administrative functions and has employees in multiple locations across the state.

**Major Tasks:** Major tasks for this project include but are not limited to the assessment of workforce demographics and skills gap analysis results. It will also involve the interviewing of department leadership to identify interorganizational staffing opportunities and prioritize skills gap needs. This role is responsible providing research support and recommendations for the development of the first phase of this new employee program initiative.

**Final Product or Outcome:** An action plan that provides rotational work assignments and skills development opportunities for employees. This phase of the program is intended to identify the framework to implement a department-wide employee development program that identifies current or emerging needs of the department and match it with skill enhancement opportunities for qualifying employees.

**Travel Required to Accomplish Duties:** Yes, some local travel to Raleigh based offices; minimal travel regional offices may be requested.

**Anticipated Work Schedule:** Weekdays/M-F

#### #43 (1) Raleigh

**Regulatory Concepts for Coal Ash Management Intern,** Waste Management

**Major(s):** Engineering, Geology, or Environmental Science with knowledge of statistics

**Project Objective:** The objective of this internship is to introduce and immerse the student into the regulatory concepts of coal ash management in North Carolina.

**Major Tasks:** Travel with the coal ash unit to inspect coal ash landfills and processing facilities, prepare inspection reports and site visit documentation, attend planning meetings with the coal ash team, and assist in data entry and statistical analysis.

**Final Product or Outcome:** Completion of all assigned tasks, including; inspection reports, site visit reports, data entry, and statistical analysis.

**Travel Required to Accomplish Duties:** Yes, once weekly day trips to coal ash facilities.

**Anticipated Work Schedule:** Weekdays/M-F

**#44 (1) Raleigh**

**Geoscience Education and Outreach Assistant,**  
Energy, Mineral and Land Resources

**Major(s):** Geology, Earth Sciences, Natural Sciences, Environmental Science, Parks and Recreation, Geoscience Education, Science Education, Environmental Education, Education, Distance Learning.

**Project Objective:** The intern will actively engage in Earth Science education and outreach. Projects will be tailored to the intern's interests and capabilities with the main objective to adapt or create programs potentially using a range of methods and technologies. These include, but are not limited to, development or adaptation of: webpages, hands-on activities, lesson plans, posters, booklets, field trips, audio/video presentations, PowerPoint, and social media such as blogs, podcasts, or YouTube. The program target audiences range from nonformal to formal and from K-12 to adult.

**Major Tasks:** The intern will assist in researching and developing programs, possibly with some time presenting programs. The intern will be expected to work independently when possible but receive guidance and assistance as necessary. Outdoor experiences may include field trips, outdoor classes and light hikes to areas of geologic interest. Indoor responsibilities may include library and internet research and development of audio/visual aspects of the programs. Apply their knowledge of current social media to enhance the content and presentation of web-based programs.

**Final Product or Outcome:** The intern will gain valuable experience in managing, adapting and creating interactive science-based programs. The programs developed will become a permanent part of the NCGS Education and Outreach programming and expand our outreach presence on the web.

**Travel Required to Accomplish Duties:** Yes, Minimal travel is expected with the Daily Supervisor and would only be during the day, no overnight travel.

**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings

**#45 (1) Morehead City**

**Commercial Fishery Characterization Analyst,** Marine Fisheries

**Major(s):** Fisheries, Fisheries Management, Fisheries Biology, Zoology, Wildlife Management, Biology

**Project Objective:** Conduct analysis of commercial fisheries landings and license data and document trends to develop a comprehensive report that describes the trends in fisheries effort, landings, and ex-vessel value by season, gear, and area. The report will also document trends in basic demographic information of commercial fishermen and characteristics of fishing vessels.

**Major Tasks:** Use SAS software to analyze commercial landings and license data. Use MS Excel to generate descriptive tables and graphs. Write up trends in a comprehensive report (similar to [this](#)).

**Final Product or Outcome:** A comprehensive report that describes the commercial fishery for a specific species of interest.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

**#46 (3) Raleigh**

**Public Affairs Outreach and Community Engagement Project Intern,** Public Affairs

**Major(s):** Political Science, Communications, Graphic Design, Strategic Communications, English

**Project Objective:** Build a Comprehensive Public Relations Portfolio.

**Major Tasks:** Draft and edit blog posts, press releases and visual content to develop key messages for DEQ; build portfolio pieces that demonstrate the intern's work experience.

**Final Product or Outcome:** At least one press release, one blog post, and one video composition.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

**#47 (1) Raleigh**

**Developing a Pollution Source Display Tool Intern,** Water Resource

**Major(s):** Environmental Science, Environmental Policy, Planning, Engineering, Geography, Natural and Physical Sciences - such as Biology, Geology, Chemistry, Agriculture

**Project Objective:** Develop a plan to organize and visually present information associated with point and nonpoint nutrient pollution sources within NC nutrient strategy watersheds.

**Major Tasks:** Coordinate with data source agencies. Determine how to best present the organized data. Develop a plan to produce outreach material to communicate this information.

**Final Product or Outcome:** A plan to collect, evaluate, maintain, and visually present historical data sources to help stakeholders understand how different sources of pollution interact within four different watersheds. As time permits, execute plan with outputs potentially including data spreadsheets, descriptive text, and/or ArcGIS story maps.

**Travel Required to Accomplish Duties:** Yes, Travel is not anticipated but may be needed within the Piedmont to obtain information or attend meetings about the project. The intern would need a valid driver's license to be able to drive state vehicles.

**Anticipated Work Schedule:** Weekdays/M-F

**#48 (1) Raleigh**

**Comprehensive Audit of Sewer Extension Permits Intern,** Water Resource

**Major(s):** Engineering, Environmental Science

**Project Objective:** The intern will work primarily with the lead sewer extension permitting engineer to conduct a thorough audit of issued sewer extension permits; including a detailed engineering-based comparison of hard copy permitting files against database records,

researching errors/issues between the data sources, and corresponding with regional staff to resolve errors and fill data gaps. Verified permits will be documented through the Laserfiche management system to assist in development of a comprehensive permit database and refine future permit tracking procedures.

**Major Tasks:** The intern will conduct data analysis of permit files using multiple data sources, including central office and archived hard copy files, regional files, and the existing database. Errors and data gaps shall be tracked, evaluated, and corrected during the audit process. Digital scans of audited permits will be used by the intern to develop a detailed, customer-facing Laserfiche database of historical permits, thereby improving DWR customer service and permit tracking capabilities.

**Final Product or Outcome:** Amelioration of historical permit files, including verification of completeness and accuracy; as well as enhancement of the Laserfiche database that will allow staff and permittees to locate and track historical permits.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#### #49 (1) Raleigh

**Air Quality Benefits of Electric Vehicles Intern**, Office of the Secretary

**Major(s):** Engineering, Environmental Science, Environmental Technology

**Project Objective:** Analyze the future impact of light duty electric vehicles (EV) on air quality, ozone and PM emissions, petroleum usage, and electricity generation in North Carolina.

**Major Tasks:** Develop estimates of air pollution increases/ decreases and the resulting change in North Carolina's air quality based on 2050 forecast for 1) electric vehicle population in state, 2) changes in gasoline use electricity generation, 3) EV charging scenarios, and 4) forecasted changes in car fleet and power plant fleet. Will use this data in an EPA health effects model to develop potential health benefits of increasing the EV population.

**Final Product or Outcome:** Inform the Energy Policy Council on impacts of EV to North Carolina air quality and any resulting health benefits. May also use the emissions estimates as a control measure in the Charlotte Area Ozone Maintenance State Implementation Plan (SIP) or North Carolina Regional Haze SIP.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

### GENERAL ASSEMBLY

#### #50 (1) Raleigh

**Legislative Internship with the N.C. House of Representatives**, House of Representatives,

**Major(s):** Political Science, Communications, Public Relations, Public Policy, History, International Policy, International Studies, Global Studies

**Project Objective:** Assist in maintaining the assigned member's legislative office in a manner that provides guidance and resourceful information to constituents from within the member's respective district.

**Major Tasks:** Assist legislative staff, interacts with constituents, track legislation for future outreach, assist with social media, provide administrative support, and serve as a liaison between the respective member and various offices.

**Final Product or Outcome:** The intern would leave with knowledge of how state government operates as a result of a first-hand and interactive experience gained throughout the duration of the internship. They will acquire a working knowledge of state government, the legislative process and constituent relations.

**Travel Required to Accomplish Duties:** Yes  
**Anticipated Work Schedule:** Weekdays/M-F

#### #51 (1) Raleigh

**Legislative Research Assistant**, North Carolina Senate  
**Major(s):** Law, Public Administration; Political Science; Public Policy; English; Communications

**Project Objective:** The main objective of the internship assignment will include researching proposed or pending public policy issues, assisting with constituent Services, attending Senate member's committee meetings Tuesdays through Thursday as well as daily Senate session. Additionally, the intern will assist staff in representing the Senate office to the public. Other duties will be required as requested by assigned Senator and his/her staff.

**Major Tasks:** Overall tasks will focus on data/information research and compilation of legislative issues, resolving constituent concerns, liaison and public communications, and a compilation of writings for Senate office.

**Final Product or Outcome:** Enhanced information learned about Legislative, State government and the committee processes, extensive training in communication skills through collaboration with state officials on constituent matters and gains the ability to interpret rules pertaining to Senate Legislative session. Additionally, writing skills are improved.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

### HEALTH AND HUMAN SERVICES

#### #52 (1) Morganton

**Broughton Hospital Junior Mentor Program Intern**, Division of State Operated Healthcare Facilities, Broughton Hospital

**Major(s):** Psychology, Human Services, Health Education

**Project Objective:** The Broughton Hospital Junior Mentor Program is specifically designed to meet four core objectives; to educate youth about mental illness, foster mental health advocacy, develop career interest in psychiatric healthcare, and provide a service-learning opportunity through volunteerism.

**Major Tasks:** Major tasks include: researching and preparing lesson plans, activities and events that teach students about mental illness, psychiatric care, advocacy organizations, and NC's behavioral healthcare system. Assisting hospital department directors and staff in developing "department specific" mentoring activities that enhance each student's learning experience. Exploring partnerships with community agencies and advocacy organizations and performing operational duties that include reviewing and updating handbooks and developing surveys, assessments, and other program materials.

**Final Product or Outcome:** Upon completion of this program, intern and students alike will have acquired a greater knowledge and understanding of behavioral healthcare and become strong advocate leaders for mental health within their schools, colleges, universities and community.

**Travel Required to Accomplish Duties:** Yes, travel may be required for local program activities

**Anticipated Work Schedule:** Weekdays/M-F

#### #53 (1) Morganton

**Volunteer Program,** Division of State Operated Healthcare Facilities, J. Iverson Riddle Developmental Center

**Major(s):** Human Services Fields: Sociology, Social Work, Psychology, Education, Special Education, Recreation, Non-Profit Management or Communication, Business

**Project Objective:** The Volunteer program matches youth-aged volunteers with staff and/or residents at J. Iverson Riddle Developmental Center- a residential facility for people with intellectual disabilities. The objective of this summer-volunteer project is to educate the youth about people with disabilities and to expose them to how the residents live their day-to-day lives. The program teaches the youth job skills, increases self-confidence and promotes volunteerism within the community. The intern would assist in the program by directly managing the program with the Volunteer Coordinator responsible for the Volunteer Program.

**Major Tasks:** The intern is responsible for the general management of a diverse group of 50 to 60 youth involved in the program. This involves monitoring the Volunteers' daily activities; being a mentor/role model for the youth; field trips, lectures and special events; developing bi-weekly newsletter for Volunteers and supervisors; evaluation of the program and record-keeping (documenting volunteer hours, etc.) Another pertinent task is to document the program through photographs. The intern will be expected to create a power point presentation that will be used for reflection and educational tool and previewed at an end of summer recognition program.

**Final Product or Outcome:** The outcome of the "Volunteer" program is to provide career exploration, positive job skill development, awareness of intellectual disabilities and to provide a safe and educational environment for the youth. The final

product created by the intern will be a power point reflecting different job sites and the experiences of the youth volunteers.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#### #54 (1) Butner

**Junior Volunteer Coordinator,** Division of State Operated Healthcare Facilities, Central Regional Hospital

**Major(s):** Education, Human Services, Psychology, Public Relations, Recreation, Social Work, Sociology, Nonprofit Management

**Project Objective:** To serve the adult and child patient populations at Central Regional Hospital, an acute in-patient psychiatric facility while offering an educational and enriching program for high school age volunteers.

**Major Tasks:** Plan, facilitate, coordinate, and produce 2 sessions of the junior volunteer program. Serve patients by volunteer inclusion in therapeutic groups and child enrichment activities, coordinate parties for adult and child patients facilitated by the volunteers, educate the volunteers through exposure, experience, and education on mental illnesses and psychiatric healthcare.

**Final Product or Outcome:** The intern will develop an understanding of work within a large psychiatric facility with opportunities for career exploration while honing leadership, program development and professional skills. Intern and volunteers will have a better understanding of mental illness and treatment; patients will experience interaction with volunteers on various levels. The intern will create a media project reflective of this program and a portfolio that will be used as a training tool/guide for future interns.

**Travel Required to Accomplish Duties:** Yes, Limited (around Butner area to secure supplies and accompany Junior Volunteers on field trips/planned activities), Additional travel within the triangle area for field trips and educational meetings, State vehicle will be used for most activities

**Anticipated Work Schedule:** Weekdays/M-F

#### #55 (1) Raleigh

**Office of the Internal Auditor Intern,** Office of the Internal Auditor, Compliance,

**Major(s):** Accounting, Business Administration

**Project Objective:** The Enhancing Accountability in Government through Leadership and Education (EAGLE) Project is the internal controls program of the Office of the State Controller. Similar to Sarbanes-Oxley (SOX) efforts for publicly traded companies, the EAGLE Project is required to report on standards, policies and procedures implemented within NC State operations by documenting, testing and evaluating internal controls within each state agency to ensure standards are being met, policies are being followed and procedures are being carried out per management and governmental regulation's intentions. OIA's Compliance team is primarily responsible for DHHS's EAGLE compliance efforts, and OIA has IT, Performance, Investigation, and

Risk Mitigation and Audit Monitoring (RMAM) groups that are tasked with conducting or following up on various audits of other grants, programs, or business operations.

**Major Tasks:** The intern will review internal control documentation, gain an understanding of and document control processes, prepare work papers, perform control testing, evaluate the results of those tests, and assist in communicating the results to management. As OIA workloads and circumstances vary, the intern will work with all OIA teams in varying degrees.

**Final Product or Outcome:** The intern will present their completed work product to the various audit seniors and managers in each of the OIA teams.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#### #56 (1) Morganton

**Assistive Technology Services for Individuals with Disabilities,** Vocational Rehabilitation

**Major(s):** Medical Textiles, Rehab Engineering, Rehabilitation, Psychology, Business, Special Education, Educational Technology, Speech/Language Pathology

**Project Objective:** To assist with the intake process serving individuals with disabilities across all ages and function areas around assistive technology. Intern will interface with a variety of positions within the Division of Vocational Rehabilitation Services including Rehabilitation Counselors, Speech Language Pathologists, Engineers, and Assistive Technologist.

This position will be located primarily at the NCATP office in Morganton, NC, located with the Work Source West Vocational Rehabilitation Center. The intern will have the opportunity to work in the AT Lab. Field experiences will include attending strategy meetings, participating in on-line video creation, observing assessments and trainings, and interacting with referring parties including physician offices, therapists, family members, individuals, schools, and others.

**Major Tasks:** Become knowledgeable of Assistive Technology services, and equipment. Provide information to the public about loaner equipment, services, intake process, referral process, and status of services. Work on special projects secured by the Assistive Technology Program including creating of videos, trainings, and other service delivery methods. Duties will include: phone intakes, data entry, problem solving, AT device training, video production, and trouble-shooting devices.

**Final Product or Outcome:** Greater local and online resources in the area of assistive technology for individuals across the state.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#### #57 (1) Greensboro

**Assistive Technology Services for Individuals with Disabilities,** Vocational Rehabilitation

**Major(s):** Medical Textiles, Rehab Engineering, Rehabilitation, Psychology, Business, Special Education, Educational Technology, Speech/Language Pathology

**Project Objective:** To assist with the intake process serving individuals with disabilities across all ages and function areas around assistive technology. Intern will interface with a variety of positions within the Division of Vocational Rehabilitation Services including Rehabilitation Counselors, Speech Language Pathologists, Engineers, and Assistive Technologist. This position will be located primarily at the NCATP office in Morganton, NC, located with the Work Source West Vocational Rehabilitation Center. The intern will have the opportunity to work in the AT Lab. Field experiences will include attending strategy meetings, participating in on-line video creation, observing assessments and trainings, and interacting with referring parties including physician offices, therapists, family members, individuals, schools, and others.

**Major Tasks:** Become knowledgeable of Assistive Technology services, and equipment. Provide information to the public about loaner equipment, services, intake process, referral process, and status of services. Work on special projects secured by the Assistive Technology Program including creating of videos, trainings, and other service delivery methods. Duties will include: phone intakes, data entry, problem solving, AT device training, video production, and trouble-shooting devices.

**Final Product or Outcome:** Greater local and online resources in the area of assistive technology for individuals across the state.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#### #58 (1) Greenville

**Assistive Technology Services for Individuals with Disabilities,** Vocational Rehabilitation

**Major(s):** Medical Textiles, Rehab Engineering, Rehabilitation, Psychology, Business, Special Education, Educational Technology, Speech/Language Pathology

**Project Objective:** To assist with the intake process serving individuals with disabilities across all ages and function areas around assistive technology. Intern will interface with a variety of positions within the Division of Vocational Rehabilitation Services including Rehabilitation Counselors, Speech Language Pathologists, Engineers, and Assistive Technologist. This position will be located primarily at the NCATP office in Morganton, NC, located with the Work Source West Vocational Rehabilitation Center. The intern will have the opportunity to work in the AT Lab. Field experiences will include attending strategy meetings, participating in on-line video creation, observing assessments and trainings, and interacting with referring parties including physician offices, therapists, family members, individuals, schools, and others.

**Major Tasks:** Become knowledgeable of Assistive Technology services, and equipment. Provide information to the public about loaner equipment, services, intake process, referral process, and status of services. Work on special projects secured by the Assistive Technology Program including creating of videos, trainings, and other service delivery methods. Duties will include: phone intakes, data entry, problem solving, AT device training, video production, and trouble-shooting devices.

**Final Product or Outcome:** Greater local and online resources in the area of assistive technology for individuals across the state.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#59 (1) Butner**

**Quality Management Intern, Murdoch Developmental Center**

**Major(s):** Business/Hospitality Computer Programming

**Project Objectives:** To create a Microsoft Access or Excel-based quality management system for quality assurance within Environmental Services Department. The functionality is to include tracking (re)training needs, job performance, NCVIP's, and overall improvement of consistency/cleanliness across the facility.

**Major Tasks:** Create an electronic program to accept our current paper-based quality management program, allowing for the design of a training manual/class for future Environmental Services management. Supporting tasks will include review and study of current quality standards and measure, employee task observation, development of performance analytics and integrating them into the electronic program. Produce performance results and management information reports in a concise and easy to access format.

**Final Product or Outcome:** Completion of an electronic program for Quality Assurance within Environmental Services that allows for data entry with ease on approximately 70 staff. Environmental Services management are to be trained on accurate use of the program.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#60 (1) Raleigh**

**GIS in Public Health Intern, Public Health**

**Major(s):** GIS, Geography, Environmental Science, Computer Science (with some GIS coursework)

**Project Objective:** Enhance Geocoding Application

**Major Tasks:** Testing of new Application Development, Geocoding, Map Creation

**Final Product or Outcome:** Newly enhanced and tested geocoding application.

**Travel Required to Accomplish Duties:** No

## **INFORMATION AND TECHNOLOGY SERVICES**

**#61 (1) Raleigh**

**DIT Database Intern, Hosting**

**Major(s):** Computer Science, Computer Engineering, Electrical or Electronics Engineering, Information Systems, Database related majors or any Engineering major

**Project Objective:** Research new Database technologies in the industry now and see how DIT can move into adopting them. This will include Cloud offerings of the Databases we currently support like Oracle and Microsoft SQL Server.

**Major Tasks:** Research and present findings

**Final Product or Outcome:** Presentation along with where we are in the DB technologies and tasks needed to keep up with the industry.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

## **JUDICIAL**

**#62 (3) Raleigh**

**Judicial Summer Intern, Justices of the Supreme Court of North Carolina**

**Major(s):** Law (must have completed first year of law school)

**Project Objective:** Provide law students with opportunity to intern for a Supreme Court Justice. Interns assist law clerks in research and writing of memoranda for Justices of the Supreme Court to help resolve and decide cases pending before the Supreme Court.

**Major Tasks:** Read and comprehend petitions, appellate briefs, and records on appeal filed with the Supreme Court. Research appropriate legal arguments and issues for pending cases. Prepare bench briefs for cases scheduled for argument. Discuss cases with the Justice and law clerks. Complete special projects as requested by the Justice or law clerks. Write memoranda on legal issues as specified by the Justice or law clerk.

**Final Product or Outcome:** Bench briefs and completed memoranda.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#63 (3) Raleigh**

**Summer Intern for Court of Appeals, Appellate**

**Major(s):** Law Students

**Project Objective:** Assist in research and writing of memoranda for judges of the North Carolina Court of Appeals for use in resolving and deciding cases.

**Major Tasks:** Read and digest Record on Appeal and Appellate briefs. Research appropriate legal arguments and issues. Discuss cases with Judges and Research Assistants. Assist in preparation of draft opinions and bench briefs. Check legal citations in draft opinions.

**Final Product or Outcome:** Draft opinions, bench briefs, and other legal memoranda.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

## LABOR

### #64 (1) Raleigh

**Agricultural Safety Trainer**, Occupational Safety and Health

**Major(s):** Spanish, Latin American Studies, International Studies, Agricultural Sciences, Social Work, Pre-Med, Public Health. Other majors will be considered if applicant is bilingual in English/Spanish

**Project Objective:** Project translator – translations from English to Spanish, both during on-farm training, and during farm inspections. Assistance is also needed creating publications that go out to the farm community, both to growers and to farmworkers.

**Major Tasks:** Assist compliance officers with Spanish language translation, assist with interviewing migrant farm workers, and assist with on-farm training events at several sites across the state.

**Final Product or Outcome:** Increased knowledge of the agricultural community and migrant farm workers.

Production of a new document/publication, translation of a current NCDOL publication, or production of an article for The Cultivator that can be distributed to agricultural groups.

**Travel Required to Accomplish Duties:** Yes, weekly in state travel, reimbursement provided

**Anticipated Work Schedule:** Weekdays/M-F and Evenings; some evening work is possible depending on how much the intern wants to work in the field vs. the office, schedule is flexible.

### #65 (1) Raleigh

**Legislative and Legal Affairs Intern**, Administration

**Major(s):** Law; Pre-Law; Government; Political Science; Public Administration; Public Policy

**Project Objective:** To provide a motivated student who is interested in state government the opportunity to gain hands-on experience working in the executive office of a Council of State agency. The intern will work directly with the Legislative and Legal Affairs offices and will spend a significant portion of the internship monitoring legislative activity, working with statutes and administrative rules enforced by the agency and interacting with various constituencies.

**Major Tasks:** Maintain a tracking system of relevant legislation; monitoring and summarizing legislative committee meetings; conducting research on legal and legislative matters of interest to the department; interact with attorneys and other constituents who contact the office; develop a thorough understanding of the agency's roles and responsibilities; and other tasks as necessary

**Final Product or Outcome:** The student will exit this internship with a significant awareness of state government and the specific role that the N.C. Department of Labor assumes within our government's structure. The

intern will gain first-hand knowledge of the lawmaking, budgetary and rulemaking process and will also leave with a portfolio of research and writing samples.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## NATURAL AND CULTURAL RESOURCES

### #66 (1) Greenville

**Digitizing X-ray Films and Updating Records for Artifacts from Queen Anne's Revenge**, Historic Resources; Queen Anne's Revenge Conservation Lab

**Major(s):** Anthropology, Archaeology, History, Library Science, Photography, Museum Studies, Public History, Conservation, Maritime History, Maritime Studies

**Project Objective:** To increase access to and usability of x-ray images of artifacts from Blackbeard's flagship Queen Anne's Revenge, archaeological site 31CR314, for public education/outreach, researchers, and staff.

**Major Tasks:** Working under the direction of QAR conservator and lab manager: 1) Produce digital records of x-ray films now in the QAR collection. 2) Organize and implement the digitization of an agreed upon subset of the overall collection. 3) Ensure proper organization of digital image collection. 4) Enter data into artifact database accordingly. 5) Assist with public outreach. 6) Assist conservators with day-to-day conservation tasks.

**Final Product or Outcome:** The resulting digital collection will help QAR Lab staff: to better manage existing data; to assist in preparing outreach information and educational presentations; to facilitate student, public, and professional research on the Queen Anne's Revenge shipwreck site; to ensure the longevity of x-ray films as a digital record of QAR artifacts.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

### #67 (1) Asheboro

**Wildlife Rehabilitation Internship**, NC Zoo; Veterinary/VHS Wildlife Rehabilitation Center

**Major(s):** Pre-Vet, Veterinary Technician, Zoo Keeper, Animal Sciences, Biology or other related field

**Project Objective:** The primary objective is to provide routine daily care for sick, injured and orphaned native wildlife in a condition that will minimize stress and maintain wild behaviors, in preparation for their release back into the wild.

**Major Tasks:** The intern's duties include preparation of diets, cleaning cages, admitting patients, feeding animals, handling wildlife patients for care answering phones and record keeping. Interns will also have the opportunity to assist with veterinary medical tasks, such as administering medications, physical therapy, assisting with radiographs and surgeries, as well as, perform treatments as ordered by Veterinary staff. Additionally,

the intern will assist in the care of the center's resident foster/ education animal collection. Other projects may include caging repair and maintenance, grounds-keeping, and enrichment.

**Final Product or Outcome:** Participation in special projects to be determined at time of internship; Internship is accredited by the International Wildlife Rehabilitation Council and interns will receive a certificate upon successful completion of their internship.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#### #68 (1) Pisgah Forest

**Wildlife Educator- Pisgah Center for Wildlife Education,** Wildlife Commission; Pisgah Center for Wildlife Education

**Major(s):** Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Early Childhood, Education, Zoology, Natural Science, Natural Resource Mgt., Parks and Recreation, Conservation Biology, Environmental Education, Secondary Education, Elementary Education

**Project Objective:** The primary purpose of Wildlife Education is to administer and coordinate educational programs designed to facilitate the conservation of the state's wildlife and other interrelated natural resources and the environment humans share with these resources. The intern will teach existing programs to the Pisgah Center for Wildlife Education's program participants and interpret the exhibits to the center visitors.

**Major Tasks:** Teaching wildlife education programs to children (PreK-High School) including fishing programs and visitor enhancements through exhibit interpretation.

**Final Product or Outcome:** Increase number of education programs that can be offered free to the public. Intern will gain real world experience in a non-formal setting teaching children and adults hands-on programs, intern will gain knowledge in wildlife education, intern will gain experience in public speaking, intern will become valued member of PCWE team. Intern will understand the importance of the North Carolina Wildlife Resources Commission's mission, which is "to conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters, and other outdoor enthusiasts to enjoy wildlife-associated recreation."

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F and Weekends— typical schedule is 8:00am – 5:00pm Monday – Friday for 2 weeks followed by Tuesday – Saturday for 2 weeks. It rotates for 10 weeks.

#### #69 (1) Durham

**Historic Interpreter,** State Historic Sites; Duke Homestead

**Major(s):** American Studies, Anthropology, Archaeology, Archival Studies, Education, English, Folk Culture Studies, History, Library Studies, Museum Studies, Parks and Recreation, Public History

**Project Objective:** Duke Homestead preserves and interprets the history of the Duke family (namesakes of Duke University) and the American tobacco industry in the heart of Durham. The intern will be exposed to the many day to day tasks involved in running a small historic site and museum. They will gain new skills and experience necessary to enter the professional museum world.

**Major Tasks:** The Historic Interpretation intern will assist the site in visitor services, including giving the 45-minute guided tour and teaching history programs to visiting school groups. Specifically, the intern will be expected to take a role in planning, researching for and creating new programs for school groups geared towards STEAM education.

**Final Product or Outcome:** The intern will take the lead in researching and writing at least one new STEAM education program for school groups. This includes a program outline/script to be given to other interpreters, identifying needed materials, and aligning the content with educational standards.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Tuesday – Saturday (9am – 5pm)

#### #70 (1) Kure Beach

**Interpreter I,** Historic Sites; Fort Fisher State Historic Site

**Major(s):** History, Public History, Elementary Education, Middle School Education, High School Education

**Project Objective:** The purpose of this project is to provide a better orientation and historical interpretation for school groups and our younger visitors to Fort Fisher State Historic Site. The internship will focus on the core values of interpretation through family activities, costumed tours, and assisting with interpretive exhibits. For the last 6 years, Fort Fisher has conducted specific interpretive programming aimed at presenting the history of the site through hands-on activities geared to families with younger visitors. In addition to the summer programs, interns will be given the opportunity to conduct tours of the historic site in costume and conduct historic weapons demonstrations. Finally, Fort Fisher is always developing new exhibits to tell a more complete story of the site. Interns will be able to receive practical experience in the research and design of a new exhibit.

**Major Tasks:** 40% of the time will be devoted to planning and implementation of kid's activities, 35% will be devoted to lesson plans/ School groups, 25% will be devoted to exhibits.

**Final Product or Outcome:** The outcome anticipated will be the development of new hands-on activities for summer activities, improved public speaking skills, working with diverse audiences, and assisting the designing of new temporary exhibits inside the museum. The intern will also gain invaluable experience working on a broad range of tasks in a museum/historic site setting.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F and Weekends

**#71 (1) Four Oaks**

**Bentonville Archives and Research Internship**, State Historic Sites; Bentonville Battlefield

**Major(s):** History, Public History, Museum Studies, History/Social Studies Education, American Studies

**Project Objective:** To assist with organizing and streamlining Bentonville's archives and collections, making them more accessible for the public.

**Major Tasks:** 50% Visitor Services, 50% organizing already scanned research files, scanning additional files, transcribing when necessary to make handwritten documents OCR text recognizable. Intern may also be asked to assist with summer programming and with the organization of collections.

**Final Product or Outcome:** Bentonville's digital research files will be better organized and more accessible. The intern will gain valuable knowledge about the public history field while working at the largest State Historic Site in North Carolina.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F and Weekends

**#72 (1) Carolina Beach**

**Assistant Park Ranger**, Parks and Recreation; Carolina Beach State Park

**Major(s):** Parks and Recreation, Environmental Science, Environmental Education, Marine Science, Biology

**Project Objective:** The object of this internship is to expose the Intern to a variety of experiences related to the daily operation of a NC State Park and to gain new skills and experiences that will assist them in the future.

**Major Tasks:** Intern will present weekly educational programs, including, but not limited to; hikes and talks to the general public, school groups, summer camps and other groups visiting the park; assist in the maintenance and upkeep of 8.5 miles of hiking trails, 70 tent campsites, four cabins, 9 full hook-up campsites, two bathhouses and a 25 table picnic area with restroom facilities; assist with various ongoing resource management projects, including invasive species removal and control, longleaf pine habitat restoration, and control burns; and the Intern may also assist with bird banding and sea turtle nest excavation.

**Final Project or Outcome:** The anticipated outcome of this internship will be new experiences and skills obtained along with a greater understanding of the

operational procedures of a NC State Park. During the summer, the intern will work on a "Final Project", which will encompass knowledge and skills learned throughout the summer internship. Projects could be interpretive display, brochure, program, etc. The project type and theme will be determined midway through the internship.

**Travel Required to Accomplish Duties:** Yes  
**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings

**#73 (1) Raleigh**

**Curatorial Assistant (Arthropod Zoo Intern)**, Museum of Natural Sciences; Living Collections Section, Arthropod Zoo

**Major(s):** Background in the Natural Sciences is preferred (Major/Minor incl. Wildlife Biology, Gen. Biology, Zoology, Entomology, Ecology, and/or Chemistry)

**Project Objective:** It is the objective of this position to introduce and familiarize interested persons to the diversity of form and function of this planet's most diverse group of animals, the arthropods (incl. Insects, Arachnids, Crustaceans, and more!). Interns will learn about arthropod care in captivity, their importance in the environment and many more aspects of how museums and zoos function behind the scenes.

**Major Tasks:** Daily maintenance of the "Living Arthropod Collection" and gallery; field work; program development. The intern will play a role in the preparations of Special Events (incl. our annual "Bugfest" event).

**Final Product or Outcome:** Unlike other facets within this institution, The Arthropod Zoo requires constant upkeep. Since the emphasis of this gallery is LIVE exhibits and LIVE backup animals for educational programs, there is a "*never ending*" component with the need for renewal and maintenance. The intern will become an integral part of the gallery's upkeep and an important member of the staff, especially as pertains to the dissemination of arthropod related information to the general public and staff. Interns will design and contribute to educational programs (i.e. "Cart Programs" and interact with the public testing the information and delivery of programs designed.)

**Travel Required to Accomplish Duties:** Yes, there may be local travel for collecting purposes and field experience; however, no significant expenses will be accrued.

**Anticipated Work Schedule:** Weekdays/M-F

**#74 (1) Raleigh**

**Fish and Invertebrates Intern**, NC Museum of Natural Sciences; Living Collections Section, Fish and Invertebrates

**Major(s):** Marine Biology, Marine Science, Biology, Wildlife and Fisheries Biology, Environmental Science, Zoology, Ecology, Animal Science

**Project Objective:** The object of this position is to introduce the participant to the work required to maintain fish and invertebrates in an aquarium like setting. The

intern will be involved with daily husbandry, educational programs, and breeding projects. Intern will assist with public programs, such as feeding presentations and behind the scenes tours as well as creating animal care manuals.

**Major Tasks:** Intern will assist in the care of all the animals in the fish and invertebrates section, including fresh and salt water exhibits. From exhibit maintenance to enrichment, this position will give real world experience in the field of aquarium husbandry. In addition to learning daily husbandry tasks, interns will gain knowledge of anatomy, behavior, reproduction, and the conservation status of each species. The internship is designed to provide the opportunity to learn the following: • Diet preparation and feeding • Proper nutritional and care for a variety of aquatic species • Maintaining of animal exhibits and holding areas according to AZA regulations • Water sampling and chemistry • Observing and recording animal condition, behaviors, and responses • Design and construct of enrichment and assessment • Positive and educational interaction with museum guests. This position involves a lot of walking and lifting and may also involve considerable physical exertion on a regular basis.

**Final Product or Outcome:** This position would be evaluated based on proficiency and knowledge of specific species worked with, the intern will have the opportunity to add/help evaluate to existing husbandry practices and public programming.

**Travel Required to Accomplish Duties:** No, there may be local travel for collecting purposes and field experience; however, no significant expenses will be accrued, and transportation provided.

**Anticipated Work Schedule:** Weekdays/M-F

#### #75 (2) Raleigh

**Summer Camp Intern**, NC Museum of Natural Sciences; Early Childhood and Elementary Education

**Major(s):** Environmental Education, Museum Studies, Education, Biology, Zoology, Botany, Natural Sciences

**Project Objective:** Enhance the knowledge and experience of the internships with the NC Museum of Natural Sciences as an institution, research facility, and educational resource through Summer Camps programs. Summer Camps offer a fun, informal opportunity to learn through hands-on activities, program development, fieldtrips, games, and crafts while learning to work with a variety of ages and abilities. Our interns will assist kindergarten through twelfth grade students as they explore a wide variety of topics (environmental education, biology, dinosaurs, NC habitats, etc.) using live animals, natural science objects and props in indoor and outdoor settings. Interns will interact with parents and staff to ensure clear communication of daily activities and learning objectives. One fourth of the intern's time is devoted to understanding how Museums develop and run programs for the public. Interns will have the opportunity to spend time with exhibits, research, view public and group programming in other education sections.

**Major Tasks:** Implement fun natural science activities for day camps at Downtown Raleigh, Prairie Ridge Ecostation and Yates Mill County Park as well as assist staff in all aspects of camp programming each week. Half of the internship will be spent as an Assistant Instructor within a camp setting assisting the Lead Instructor with designing/teaching programs and care of our campers. The intern will also assist the Administration Staff of the camp to get an understanding of how a camp program is operated by ensuring smooth transitions during drop-off/pick-up for camps and help camp staff communicate in a professional manner with children, parents, researchers and Museum staff.

**Final Product or Outcome:** Interns will gain experience leading groups of children from diverse backgrounds while teaching numerous natural science topics at our Downtown Raleigh location as well as our offsite camp locations at Prairie Ridge Ecostation and Yates Mill County Park. They will develop natural science curriculum for before and after camp as well as daily projects during each camp week. Interns will provide a positive experience for campers as they teach experientially with live animals, objects and specimens.

**Travel Required to Accomplish Duties:** Yes, the intern will be asked to make visits to off-site camps at our outdoor learning facility, which is approximately 15 minutes from the Museum and Historic Yates Mill County Park that is also approximately 15 minutes away from the Downtown Raleigh location. These visits would include photograph and participation in daily camp activities. Museum transportation or carpooling options can be provided.

**Anticipated Work Schedule:** Weekdays/M-F - The intern schedule is Monday – Friday, but because of drop-off/pick-up and subsequent prep for the next day, daily hours sometimes extended into the evenings (6-7pm). Intern will attend at least one overnight during the summer.

#### #76 (1) Raleigh

**Natural World Investigate Lab Assistant**, NC Museum of Natural Sciences; School of Lifelong Education

**Major(s):** All sciences, Natural and Physical; Biology, Environmental Science, Soil Science, Botany

**Project Objectives:** To create a staff-led cart, class or table top experiment/activity illustrating a positive relationship between plants, animals, fungi, or microbes found in nature or agriculture. Present educational programs, exhibits, or classes designed for a public hands-on science lab located within the Museum's Nature Research Center ([www.naturalsciences.org](http://www.naturalsciences.org)). The Natural World Investigate lab is open seven days a week to hundreds of visitors per day. The programs, classes, or exhibits developed for this space will provide relevant and accessible activities designed to help museum visitors understand current science research and the natural world. The topics covered are Biology, Botany, Chemistry, Crime Scene Investigation, Environmental Science, Bioremediation, and Physical Science.

**Major Tasks:** Daily interaction with the public; instructing students and other visitors on biological subjects addressed in the lab; creation of activities for the lab and classes; researching information for projects  
**Final Product or Outcome:** Program, cart, exhibit or class that can be tested and presented to visitors by the end of the internship; become more comfortable with informal science education.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#77 (1) Raleigh**

**Micro World Investigate Lab,** NC Museum of Natural Sciences; School and Lifelong Education

**Major(s):** Biology, Biochemistry, Microbiology, Genetics, Molecular Biology, Bioengineering, Chemistry, Elementary Education, Secondary Science Education, Museum Studies, Biomanufacturing, Plant Biology

**Project Objective:** Research, develop and present natural science activities or exhibits to visitors of the Micro World Investigate Lab, a teaching lab located in the NC Museum of Natural Sciences. The activities or exhibits developed for this lab will help museum visitors understand current scientific topics, methods and/or research. Topics for activities will depend on intern's interest and expertise. Additional project objectives include gaining experience in running a teaching lab, improving science communication skills through interactions with museum visitors of all ages and abilities, and becoming familiar with the mission, organization and day-to-day operation of a natural science museum.

**Major Tasks:** Choose topic of interest, conduct appropriate research, and design an activity or exhibit for the Micro World Investigate Lab. Test and present activity/exhibit to visitors by the end of the internship. Assist with the daily operation and maintenance of the teaching lab.

**Final Product or Outcome:** A hands-on activity or interactive exhibit that teaches visitors about a particular natural science concept or research project.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#78 (1) Raleigh**

**Tropical Educator and Curator Assistant,** NC Museum of Natural Sciences; Living Collections/Living Conservatory

**Major(s):** Biology, Zoology, Horticulture, Botany, Education, Museum Studies, Environmental Education, Entomology, Parks and Recreation, Science Education, Natural Resources, Wildlife Resources, Natural Sciences, Conservation Biology, Adult Education, Public Administration, Ecology or related majors

**Project Objective:** Learn about tropical environments, public interaction and exhibit husbandry while gaining knowledge and experience with live plants and animals. The Living Conservatory, a Central American tropical dry forest exhibit, welcomes over 250,000 visitors annually. Our guests experience a living tropical forest with

butterflies, a sloth, turtles, and other live animals and plants. Staff interact with visitors interpreting the exhibit and answering questions, as well as offering a multitude of additional programming.

**Major Tasks:** You will run the Conservatory, engaging with diverse visiting public and interpreting tropical and conservation topics. Additionally, you will learn the husbandry of animals and plants within the exhibit and present other educational programs. You will work on other tasks and develop a special project. You will also receive cross-training in other areas of the Museum to gain a broader perspective of Museum work.

**Final Product or Outcome:** Become an integral part of the Conservatory staff, especially pertaining to the communication of tropics related information to our visitors. You will gain knowledge and skills working with the public in an unique immersion setting and experience the NC Museum of Natural Sciences as an institution, educational resource and research facility. You will complete a final project, documenting your Museum experience and developing additional education materials.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F and Weekends.

**#79 (1) Manteo**

**Special Activities Instructor Intern,** NC Aquariums; Roanoke Island

**Major(s):** Biology, Marine Sciences, Marine Biology, Conservation Biology, Education, Elementary Education, Environmental Science, Environmental Education, Environmental Studies, Marketing, Natural Resources, Natural Sciences, Outdoor Education, Parks & Recreation, Public Relations, Science Education, Wildlife, Wildlife Education, Zoology, & Communications

**Project Objective:** The Special Activities Instructor Intern will educate Aquarium visitors through an array of fun activities in an effort to "inspire appreciation and conservation of North Carolina's aquatic environments." This project will immerse an intern in environmental education experiences, both on site and in the field, with groups of all ages.

**Major Tasks:** The Special Activities Instructor Intern at the NC Aquarium on Roanoke Island will be involved in promotion, preparation, and instruction of indoor and outdoor activities, such as: fishing, kayak eco-tours, behind-the-scenes tours, animal/feeding programs, overnights, beach ecology trips, and salt marsh excursions. This Intern will participate heavily in Summer Day Camps, which incorporate many of the above listed activities. Daily tasks include assisting with camps, leading public programs, promoting programs within the Aquarium, handling live animals, and assembling education materials. This intern should be flexible, be able to work outdoors for extended periods of time, possess strong people skills, and be able to adapt to a fast-paced schedule.

**Final Product or Outcome:** The intern will gain teaching experience, practical work experience, and

exposure to associated skill sets in a non-traditional marine science setting with both families and summer campers. Visitors will benefit from additional staff who can provide more public programming.

**Travel Required to Accomplish Duties:** Yes, some daily travel to local field trip sites – Kitty Hawk to South Nags Head, when scheduled. All are day trips, and a State vehicle will be used.

**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings. Intern must be flexible. Standard schedule is M-F, 8:30am-5:30pm, but some evening/overnight and weekend work may be required.

#### **#80 (1) Manteo**

**Jellyfish Intern**, NC Aquariums; Roanoke Island

**Major(s):** Biology, Chemistry, Environmental Science, any natural science or conservation major

**Project Objectives:** Assist the NC Aquarium on Roanoke Island with propagation of jellyfish and live food for the Delicate Drifters exhibit. The intern would be part of the jelly care team, learning about many aspects of working in a public aquarium: exhibit maintenance and presentation, animal care, animal life cycles and dietary needs, and plumbing and life support. The care and exhibit of live animals meets the Aquarium's mission of inspiring appreciation of North Carolina's aquatic environments.

**Major Tasks:** Daily and weekly tasks associated with jelly husbandry: culture of live food for jellies, feeding jellies on exhibit and behind the scenes, assisting with propagation of jellies. An opportunity will be given to learn other aspects of the husbandry department.

**Final Product or Outcome:** We anticipate that having an intern assisting with the care of this exhibit will allow for staff to successfully grow and maintain a healthy and diverse population of exhibit animals. The intern will learn the care and life cycle of an interesting group of species.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#### **#81 (1) Manteo**

**Marine Education Internship**, NC Aquariums; Roanoke Island

**Major(s):** Biology, Ecology, Environmental Science, Biological Sciences, Environmental Policy, Parks and Recreation, Marine Biology, Secondary Science Education, Elementary Education, Communication, Tourism, and Environmental Resource Management

**Project Objective:** The North Carolina Aquarium on Roanoke Island's mission is to inspire appreciation and conservation of North Carolina's aquatic waterways. As part of the Education team, the marine education intern will use public programming within the Aquarium to achieve that mission. Programming focuses on the Outer Banks of North Carolina and includes animal encounters, theater programs, creature features, interactive touch tanks, dive shows and occasionally outdoor nature programs. In every program, the Aquarium education team aims to incorporate

conservation messaging that asks our visitors to take part in preserving and conserving North Carolina's aquatic habitats. As part of the Education team, the intern will have a vital role in educating the public about our marine habitats and how the public can actively help in their protection. Throughout the internship, interns will learn animal handling skills, public speaking techniques, customer service skills, content management system software skills, and engage with a variety of visitors of differing ages, backgrounds, and interest levels.

**Major Tasks:** Interns will be taught how to work with live animals including reptiles, amphibians, land and marine invertebrates as well as given opportunities to work with other Aquarium departments as time allows. Animal handling is a large component of the position as interns will present live animal programs and creature features on a daily basis. Other job components include, but are not limited to, the following: conducting public education programs (sharks, sea turtles, jellyfish, etc.); introducing and showing videos; introducing guest speakers; providing information to Aquarium visitors, including teachers, students, and general public; staffing discovery carts and learning stations; answering questions in various galleries; monitoring the Sea Senses touch tanks; and assisting with other tasks as assigned. Impromptu programming is encouraged throughout the Aquarium to ensure that our guests and the intern have a full experience while at the Aquarium.

**Final Product or Outcome:** At the end of this internship, interns will have gained insight into how an AZA accredited Aquarium functions while also gaining an understanding of what informal education is. Through their presentations and their research into various subjects they will gain a deeper understanding of marine ecosystems as well as the animals that live there. Communication skills, presentation styles, and the ability to present to a diverse audience will be greatly enhanced due to their daily use of these skills.

Depending on the intern and timing, there is also the possibility of the intern completing an intern project that adds to the Aquariums' ability to meet its mission as well as providing the intern the opportunity to conceptualize, design, and implement an idea from start to finish. Such an outcome would provide the intern with a wonderful resume building opportunity. In addition to what the intern would gain, the Aquarium would gain new perspectives and insights from the intern. New individuals frequently offer suggestions and ask questions on things that seem quite evident to staff, but perhaps should be reexamined.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F and Weekends

**#82 (1) Pine Knoll Shores**

**Husbandry Intern**, NC Aquarium; Pine Knoll Shores

**Major(s):** Aquaculture, Marine Science, Marine Biology, Biology, Ecology, Natural Science

**Project Objective:** The intern will be immersed in all aspects of aquatic animal husbandry. During this internship, the intern will discover the inner workings of our facility. The intern will learn the importance of animal nutrition, food preparation, exhibit maintenance and disease prevention and treatment. The intern will be able to use this working knowledge of public aquariums in their search for future permanent employment at an aquarium or related facility. Facilities looking at new hires are always impressed by candidates that have previous working experience in this field.

**Major Tasks:** Summer interns will be involved in nearly every task performed by our full-time husbandry staff. This will include: animal acquisition, transport, quarantine protocols, disease diagnosis and treatment, diet preparation, feeding and exhibit maintenance.

**Final Product or Outcome:** At the end of this program, the intern will be familiar with most aspects of aquarium operation. The intern will be able to make the decision if working at a public aquarium is the career path they want to follow.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#83 (1) Kure Beach**

**Summer Program Educator**, NC Aquarium; Fort Fisher/Education Department

**Major(s):** Natural Sciences, Biology, Biological Sciences, Zoology, Marine Biology, Environmental Science, Education, Environmental Education, Parks and Recreation, Conservation, Conservation Biology, Elementary Education, Environmental Studies, Life Science, Marine Sciences, Marine Ecology, Oceanography, Recreation, Recreation Management, Science Education, Secondary Education, Wildlife Biology, Wildlife Management, Wildlife Science, Wildlife

**Project Objective:** This position provides an opportunity to inspire an appreciation for, and conservation of, North Carolina's aquatic environments through interactive public programs. The intern implements informal education programs, providing accurate and current information, and completes a project to contribute to the aquarium's education mission. The aquarium offers a fun and exciting work environment. The successful intern will be energetic, enthusiastic and passionate about the stewardship of North Carolina's natural resources. Environmental education in an aquarium setting can be an exciting career option for science and/or education majors.

**Major Tasks:** Contribute to educational programs, including free and fee-based programs on and off-site, assist with and lead summer camp programs, behind the scenes tours, outdoor programming, and off-site outreach programming, handle live animals, such as marine invertebrates, reptiles and amphibians, provide educational on-the-floor expertise while interacting with

aquarium visitors, and gain knowledge of and experience in all aspects of aquarium operations.

**Final Product or Outcome:** Aquarium visitors and off-site audiences who are well informed about North Carolina's natural resources and satisfied with their visit and/or program. One or more of the following: content and activity to be used in conjunction with an outreach or summer camp program, content and activity to be used in conjunction with an on-site program or interpretative cart; informational piece for public consumption, or other conservation education related projects.

**Travel Required to Accomplish Duties:** Yes, Educational programs with summer camp, and outreach programs, may require travel up to a few times a week. Travel is usually within 30 miles of the aquarium.

**Anticipated Work Schedule:** Weekdays/M-F and Weekends.

**#84 (1) Beaufort**

**Education Program Assistant**, History Museums; Maritime Museum in Beaufort

**Major(s):** Archeology, American History, American Studies, Anthropology, Cultural Resources, Education, Elementary Education, Environmental Education, Environmental Sciences, Environmental Studies, Fisheries Science, Folk Culture Studies, History, History Education, U.S. History, Marine Ecology, Marine Sciences, Maritime Studies, Museum Science, Museum Studies, Natural Resources, Natural Sciences, Oceanography, Public History, Recreation, Tourism, Science Education, Wildlife, Wildlife Education

**Project Objective:** The intern will receive an introduction to museum education programs; learn about facility operations, collections, artifacts, research and exhibit design. The intern will gain professional experience as a program assistant to staff educators involved in museum programs. For an independent project, the intern will utilize skills and knowledge acquired over the summer to create and present an original program related to maritime history or environment.

**Major Tasks:** Assist staff educators with conducting educational programs, in the museum and in the field. Examples of programs include artifact/history-based lectures, field hikes and trips on the water covering history of the area, special events and guided museum tours. The intern will instruct summer camp programs related to North Carolina's maritime history and environment for grades K-6. Operate audio visual equipment for auditorium presentations, conduct research using library and internet resources and prepare materials for programs.

**Final Product or Outcome:** The intern will gain experience in educational program design, implementation and evaluation in a museum and field setting. With help from the intern the museum will increase the scope and depth of its educational services. The intern will obtain a complete understanding of North Carolina's maritime history, heritage and environment as

well as aspects of the professional operation of a state history museum.

**Travel Required to Accomplish Duties:** Yes, minimal travel required within the surrounding community by state vehicle and passenger ferry boats.

**Anticipated Work Schedule:** Weekdays/M-F and Weekends.

#### #85 (1) West Jefferson

**Resource Management and Environmental Education, NC State Parks; Mt. Jefferson State Natural Area**

**Major(s):** Natural Resources, Interpretation, Parks & Recreation, Environmental Education, Earth Science

**Project Objective:** Present environmental education programs, develop park information signs and publications, conduct resource monitoring, and inform park visitors about the natural and cultural resources at Mt. Jefferson State Natural Area.

**Major Tasks:** Lead park hikes, conduct park crafting programs, develop visitor information displays, help with Hellbender Salamander survey, answer park related questions, assist New River State Park with programs including canoe trips and visitor center. Learn about the park's natural resources and participate with a variety of resource management studies and programs. Hiking and exploring the mountain and area. Some public speaking.

**Final Product or Outcome:** Improved quality of park services for park visitors, students, and special groups. Added knowledge of the park's natural resources and higher quality stewardship resulting from a better understanding of the area's natural and cultural resources.

**Travel Required to Accomplish Duties:** Yes, travel in personal vehicle from home to park office. Upon arrival at park office then a vehicle is provided.

**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings

#### #86 (1) Raleigh

**Exhibit Hall Science Communicator, Museum of Natural Sciences; Community Engagement in the NEC and NRC**

**Major(s):** Biology, Geology, Physics, Chemistry, Environmental Sciences, Parks and Recreation (with minor in science)

**Project Objective:** Create a mobile science station/cart program to be delivered daily in various exhibit halls of the museum as well as in our small audience venues. The topic must be designed for public visitors of differing ages and backgrounds. The topic developed for these spaces will provide relevant science information and accessible activities designed to help museum visitors understand science in their everyday lives.

(www.naturalsciences.org). The NC Museum of Natural Sciences is open seven days a week to several hundred visitors per day. This program facilitates a way for our visitors to directly connect with staff and learn the value of science. The topics covered in our science stations programs include Biology, Botany, Chemistry, Crime

Scene Investigation, Environmental Science, Bioremediation, and Physical Science.

**Major Tasks:** Choose a natural science topic of relevant and current interest. Research the topic and test out ideas with the public. Work with existing science carts/stations to gain experience. Create a finished mobile science station and deliver this program 3 – 4 hours per day to the visitors.

Adapt your topic to be conducted in a small audience venue and deliver presentation up to 3 times per week. Interact with museum visitors daily in the exhibit halls, communicating and interpreting natural science topics.

**Final Product or Outcome:** Science cart and program that communicates the value of science in our lives. The topic will be tested and presented daily to museum visitors.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#### #87 (1) Kure Beach

**Design and Install Floating Wetlands in the Botanical Garden at the NC Aquarium at Fort Fisher, Aquariums – Fort Fisher**

**Major(s):** Botany, Horticulture, Landscape Design, Ecology, Aquaculture, Plant Pathology, Plant Breeding, Agroecology, Sustainable Horticulture/Agriculture, Ecological Farming, Environmental Sciences/Environmental Studies, Earth Science, Conservation Science, Wildlife Biology, Field Naturalist Program, Environmental Architecture, Entomology, Sustainable Development, and other pertinent majors

**Project Objective:** The project objective is the installation of floating wetlands in the pond located within the Botanical Garden at the North Carolina Aquarium at Fort Fisher. The implementation process will allow the intern to gain knowledge of landscape design, wildlife ecology, and natural resources conservation and management while also serving as an educational resource for aquarium guests.

**Major Tasks:** Contribute to the NC Aquariums' mission: inspire appreciation and conservation of North Carolina's aquatic habitats. Design and install floating wetlands to improve water quality, provide wildlife habitat, and enhance pond aesthetics. Educate guests about wetland ecology, habitat conservation, stormwater runoff, and pond health.

**Final Product or Outcome:** Floating wetlands that attract wildlife, protect natural resources, and educate the public about North Carolina's native habitats and ecology.

**Travel Required to Accomplish Duties:** Yes, travel includes purchasing plants and supplies with a state vehicle under supervisor's supervision.

**Anticipated Work Schedule:** Weekdays/M-F

**#88** (1) Raleigh

**Educational Events Intern**, Museum of Natural Sciences; Community Engagement

**Major(s):** Any science, preferences to Natural Sciences

**Project Objective:** Support Museum public science events, such as BugFest, Finally Fridays Film Series: Where Science Meets the Cinema, Astronomy Days, STEM Career Showcase for Students with Disabilities, Reptile and Amphibian Day, Triangle SciTech Expo and Darwin Day.

**Major Tasks:** Work with Events staff to develop educational materials for the Museum's events. Work with Events staff to make sure all events and activities are accessible and inclusive to all people. Work with Events staff to make sure all events and activities are environmentally sustainable and carry a message of conservation.

**Final Product or Outcome:** Public Science Events with enhanced programming, that are sustainable and accessible to all.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F, Weekends and Evenings

**#89** (1) Raleigh

**Venus Flytrap Status Survey Internship**, Land and Water Stewardship

**Major(s):** Undergraduate or graduate with coursework in Botany, Zoology, Ecology, Natural Resources, or Environmental Science

**Project Objective:** Venus Flytrap was called by Charles Darwin "The most wonderful plant in the world", and few people know that it's entire worldwide range covers only a few counties in the southeastern corner of North Carolina and two counties in South Carolina. Being home to the Venus Flytrap is a source of pride for North Carolinians. However, evidence suggests that Venus Flytrap populations throughout the range are shrinking, even at sites where they are considered "protected" (such as state parks and natural preserves). The purpose of this internship project is to help determine how many Venus flytrap plants currently exist in wild populations across North Carolina.

The intern will work with the project supervisor and assist with collecting Venus Flytrap monitoring data to help determine current population status and trends throughout the species' range.

**Major Tasks:** The intern will visit wild populations of Venus Flytrap and assist with monitoring, and mapping, collect and organize population monitoring and trend data from other sources, and assist with compiling data for a final project.

The intern will be accompanied by a lead scientist while in the field. The intern is expected to be willing to work in a wide range of environmental field conditions, including subject to summer heat, insects, sun, and walking long distances across uneven terrain. Work requires overnight travel to eastern North Carolina.

**Final Product or Outcome:** Accurate and current records of Venus Flytrap populations, including maps,

number of individual plants observed, occupied area, habitat information, and protection status.

**Travel Required to Accomplish Duties:** Yes, Approximately 3 days per week (60% of time). Rural natural areas throughout the following counties: Beaufort, Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Duplin, Hoke, Jones.

**Anticipated Work Schedule:** Weekdays/M-F

**#90** (1) Raleigh

**Paleontology Collection Intern**, Museum of Natural Sciences

**Major(s):** Biology, Geology, Ecology, Conservation, Museum Studies

**Project Objective:** To provide interns with hands on experience working in a natural history collection.

Experience and training will be centered on processing a backlog of fossil material that has accumulated during a complete paleontology collection rehousing. Specimens to be processed constitute fossils collected in the past 3 years of fossil expeditions. Collections experts will train interns in accepted best practices associated with conservation, paleontology and collections management.

**Major Tasks:** Interns will work alongside paleontology staff to gain hands on training in paleontology methods.

Specific tasks include: fossil preparation, collections management, data logging, and archival stabilization. Interns will produce weekly 'blog' updates to their work via the NCMNS website and social media to promote public learning of Paleontology collections and fossil data.

**Final Product or Outcome:** Interns will complete the processing of specimen backlog accumulated during the recent grant-funded collections upgrade, to keep the museum in-line with Federal repository standards.

Specimen data will be globally searchable for research and education. Social Media posts to promote public awareness of paleontology collections and scientific research activities in the state of North Carolina. Interns will be well versed in

museum collection standards, paleontology protocol for collecting and storage, and specimen conservation.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

**#91** (1) Seven Springs (Goldsboro)

**Longleaf Pine Ecosystem Restoration**, Parks and Recreation

**Major(s):** Natural Resources, Ecology, Conservation, Wildlife or Forestry Management, Environmental Science, Biology

**Project Objective:** The intern will assist the DPR Coastal Region Biologist in mapping, monitoring and implementing restoration techniques of the Longleaf Pine Ecosystem on a select number of State Park properties in the Coastal Plain.

**Major Tasks:** The intern will use ARC/GIS, GPS, camera and computer equipment along with handheld/backpack sprayers and other tools to conduct a variety of restoration and monitoring activities in

Longleaf Pine ecosystem. The intern can expect to work 20+ hours a week outdoors in a wooded environment. If the intern has the proper training (NWCG S-130/S-190), participation in prescribed fire operations is possible. Training to achieve NWCG S-130/S-190 certification maybe available during the 10-week internship program.

**Final Product or Outcome:** At the end of the period the intern's effort will produce; a detailed map and spreadsheet of longleaf pine ecosystem attributes at Cliffs of the Neuse State Park; monitoring information compiled and uploaded into a DPR database; increased restoration activities in select park units accomplished.

**Travel Required to Accomplish Duties:** Yes, Minimum travel may be required to three additional parks within 1 ½ hours' drive from the home base park (Cliffs of the Neuse State Park). When travel is required, it will be with the supervisor or a vehicle will be provided. No travel will be overnight.

**Anticipated Work Schedule:** Weekdays/M-F

#### #92 (1) Raleigh

**Discovery Room & Outdoor Learning Environment Intern,** NC Museum of Natural Sciences; Early Childhood/Discovery Room,

**Major(s):** Biology, Parks & Recreation, Wildlife Ecology, Zoology, Education, Elementary Education, Early Childhood Education, Environmental Education, Environmental Science, Natural Resources, Science Education

**Project Objective:** Facilitate children and families' natural science learning experiences through playful exploration and direct contact with specimens and objects. Time will be split between two hands-on, intergenerational, interactive exhibit areas: The Discovery Room (indoors at the Museum) and the Prairie Ridge EcoStation's Nature PlaySpace (an outdoor satellite site approx. 6 miles from the Museum).

**Major Tasks:** Engage with visitors in the Discovery Room and at the Prairie Ridge EcoStation's Nature PlaySpace to facilitate learning and exploration. Interact with Museum staff, docents and visitors in a professional manner to maintain, develop, field test, and evaluate current and new exhibits and programs inside in the Discovery Room and outside at the Nature PlaySpace. Assist with other educational Museum programming as needed. Experience the breadth of the Museum as an educational and research facility.

**Final Product or Outcome:** Produce a Nature PlaySpace program or feature highlighting a North Carolina plant, animal, or habitat that connects the Museum and the interest of the intern. Create a portfolio of written and photographic materials of experiences at the Museum. Provide a positive experience for Museum visitors as they learn by hands-on observation of real objects and specimens.

**Travel Required to Accomplish Duties:** Yes, the intern will regularly travel to Prairie Ridge Ecostation, approximately 15 minutes from the museum. The intern may visit the Museum's satellite site in Whiteville, NC one time. Travel to Whiteville will be in a state vehicle.

**Anticipated Work Schedule:** Weekdays/M-F and Weekends

#### #93 (1) Raleigh

**Marine Science Collections Assistant,** Museum of Natural Sciences

**Major(s):** Museum Studies, Biology, Ecology, Marine Biology, Geospatial Analytics, Mathematics

**Project Objective:** The objective of this project is for the intern to bring historical North Carolina brackish water specimens, within the museum's Fishes Collection, to their full state of utility, through proper curation of the specimens and all associated data. Using these data, the intern will examine the changes in the biodiversity of our coastline over time.

**Major Tasks:** Working alongside collections experts, the intern will learn all aspects of curation, from specimen stabilization to digitization to global accessibility of specimen data that will be used for research, management, conservation, and education. Through this process, the intern will utilize protocols, workflows, relational databases, and various mapping software programs.

**Final Product or Outcome:** The intern's final products will include providing globally accessible research ready data that will be extensively used by researchers, educators, conservation managers, and the general public. Additionally, another project will be an article detailing changes in North Carolina coastal biodiversity.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

#### #94 (1) Raleigh

**NC Trails Program Intern,** Parks and Recreation

**Major(s):** Natural Resources, Parks and Recreation, Biology, Zoology, Physical Science, Fish and Wildlife, Forestry

**Project Objective:** To work alongside the Piedmont Region Trails specialist to improve the NC parks trail system, create a baseline of the current state of the NC parks' trail facilities, and to further the Recreational Trail Program (RTP) Grant management objectives

**Major Tasks:** Conducting trail assessments for a variety of state parks, assisting in the design and construction of new trail, and organizing historical information for the RTP grant.

**Final Product or Outcome:** A database will be created to capture the data gathered from the trail assessments and inspections. This will be built on with additional efforts of the trails program staff in the future.

**Travel Required to Accomplish Duties:** Yes, weekly travel to state parks

**Anticipated Work Schedule:** Weekdays/M-F

**#95 (1) Raleigh**

**Diamond -Bearing Rocks of North Carolina Intern,**  
Museum of Natural Sciences

**Major(s):** Geology, Geochemistry

**Project Objective:** Identifying locations of diamond-bearing rocks in North Carolina.

**Major Tasks:** We are more likely to find mineral indicators for diamond-bearing rocks than diamonds themselves. Field work and sample collection, sample preparation of heavy mineral separates from soils and sediment samples, mineral identification by petrographic microscope, scanning electron microscope and infrared spectroscopy, preparation of GIS map showing field sites.

**Final Product or Outcome:** Results will be presented at the national or sectional meeting of the Geological Society of America. Summer-end practice presentation will take place in the Museum's Daily Planet theater.

**Travel Required to Accomplish Duties:** Yes, Western North Carolina, camping for about 1 week

**Anticipated Work Schedule:** Weekdays/M-F

**#96 (2) Raleigh**

**Box Turtle Connection Program and R3 (recruitment, retention, reactivation) Evaluation Initiative and Wildlife Education /Communication, NCWRC Wildlife Education Division)**

**Major(s):** Natural Resources Majors, Fisheries, Wildlife and Conservation Biology, Biology, Environmental Sciences, Geography, Zoology, Human Dimensions of Wildlife, Education and Communication majors.

**Project Objective:** Assist with Box Turtle Connection Project telemetry and mark/recapture field surveys and data analysis; assist with Human Dimensions-related social science data analysis including data cleaning, compiling and analysis relative to ongoing R3 initiatives; assist communications staff with writing blogs and other communications projects and assist Education team with on-line expansion of wildlife education resources.

**Major Tasks:** Daily fieldwork involving mark/recapture and telemetry surveys of Box turtles and related population study data analysis. Guided analysis of social science data including data cleaning, compiling and analysis; research and draft text writing for a variety of communication projects and updating and creating new education materials.

**Final Product or Outcome:** Summer season of data for the long-term Box Turtle Connection Project, summer research project report, completion of R3-related Initiative Evaluation Report; one or more communication documents and one or more education documents for NCWRC website.

**Travel Required to Accomplish Duties:** Yes, local two miles round trip to field location

**Anticipated Work Schedule:** Weekdays/M-F

**#97 (1) Wilmington**

**Shore- and Waterbird Breeding Season Survey Intern, Wildlife Management**

**Major(s):** Biology, Wildlife Biology, Zoology, Marine Biology, Ecology, or Environmental Science

**Project Objective:** The intern will work with the Wildlife Diversity Biologist (coastal waterbirds) and Wildlife Diversity technicians to prepare for, conduct, and enter data from coast wide standardized surveys of colonial nesting waterbirds and shorebirds that will be used by the Wildlife Resources Commission and partner agencies and organizations to monitor species and set management goals.

**Major Tasks:** The intern will coordinate survey logistics and conduct standardized surveys of the American Oystercatcher, Wilson's Plover, Piping Plover, and Least Tern. Additionally, the intern will use the NC WRC Coastal Birds databases to record field observations.

**Final Product or Outcome:** Completion of the 2019 American Oystercatcher, Wilson's Plover, Piping Plover, and Least Tern breeding surveys that will provide data on the status of these species in North Carolina and be used to make management decisions.

**Travel Required to Accomplish Duties:** Yes, coastal survey sites from the Virginia state line to the South Carolina state line, primarily on barrier and dredge spoil islands.

**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings

**#98 (1) New Bern**

**Shore- and Waterbird Breeding Season Survey Intern, Wildlife Management**

**Major(s):** Biology, Wildlife Biology, Zoology, Marine Biology, Ecology, or Environmental Science

**Project Objective:** The intern will work with the Wildlife Diversity Biologist (coastal waterbirds) and Wildlife Diversity technicians to prepare for, conduct, and enter data from coast wide standardized surveys of colonial nesting waterbirds and shorebirds that will be used by the Wildlife Resources Commission and partner agencies and organizations to monitor species and set management goals.

**Major Tasks:** The intern will coordinate survey logistics and conduct standardized surveys of the American Oystercatcher, Wilson's Plover, Piping Plover, and Least Tern. Additionally, the intern will use the NC WRC Coastal Birds databases to record field observations.

**Final Product or Outcome:** Completion of the 2019 American Oystercatcher, Wilson's Plover, Piping Plover, and Least Tern breeding surveys that will provide data on the status of these species in North Carolina and be used to make management decisions.

**Travel Required to Accomplish Duties:** Yes, coastal survey sites from the Virginia state line to the South Carolina state line, primarily on barrier and dredge spoil islands.

**Anticipated Work Schedule:** Weekdays/M-F, Weekends, and Evenings

## OFFICE OF THE GOVERNOR

#99 (1) Raleigh

**Public Engagement Intern**, Office of Constituent Services; Public Engagement

**Major(s):** English, Communications, Public Policy, Liberal Arts, Political Science

**Project Objective:** Intern will spend summer learning how the Office of the Governor manages constituent concerns on a daily basis and experience how we reach out to communities across the state.

**Major Tasks:** Interns will become an integral part of the department, participating in all activities including special projects, community outreach, and daily activities that help manage our office. Interns will also have an opportunity to learn about and research legislation, interact with legislators and attend community events with staff.

**Final Product or Outcome:** A wider understanding of how the Office of the Governor reaches out to constituents, other agencies and elected officials.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#100 (1) Raleigh

**Governor's Press Office Internship in External Engagement**, Communications; Governor Cooper's Press Office

**Major(s):** Communications, Public Relations, Public Policy, Political Science, English, History

**Project Objective:** Communicate the outreach and impact of the Office of the Governor to stakeholders weekly through writing, images, and digital media.

**Major Tasks:** Produce content covering outreach and impact of governor's public events; assemble content and photographs for weekly newsletter; distribute newsletter to key stakeholders and newsletter subscriber list weekly.

**Final Product or Outcome:** Ongoing communication about vision, goals, and achievements of the Cooper Administration on behalf of North Carolinians.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#101 (1) Raleigh

**Governor's Policy Office Intern**, Policy

**Major(s):** Government, Public Policy, Political Science, will consider others.

**Project Objective:** Projects could include a focus on issues, such as Human Services (health care, child development, child welfare, opioids), Education (preK-12, community college, higher education), Energy and Environment, or Criminal and Juvenile Justice.

**Major Tasks:** Research projects, interaction with stakeholders, assist with drafting policy memos and correspondence, support for meeting preparation, other writing projects and communication to support the work of the Policy Team.

**Final Product or Outcome:** Multiple products including, but not limited to, memos and research documents, PowerPoint presentations, correspondence documents.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

## OFFICE OF STATE HUMAN RESOURCES

#102 (1) Raleigh

**Online Education Course Developer**, Diversity and Workforce Services

**Major(s):** Communications, Education and Training, Human Resources, Public Administration

**Project Objective:** The intern will work with the Division Director, program manager, and other division staff to develop a suite of online employment training programs in the areas of employee relations, Americans with Disabilities Act, creating respect in the workplace, and reasonable accommodation (both disability and religion). Content will be developed using Microsoft PowerPoint.

**Major Tasks:** The intern will develop content relevant curriculum using adult education principles that will serve both agency and local government entities. Several of these topics are already developed for an in-class format and need to be modified and updated to support an on-line presentation.

**Final Product or Outcome:** A suite of 3-4 fully operational on-line training courses, suitable for distribution on the OSHR website. This may include the incorporation of video, graphs, photos, as well as text.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

#103 (1) Raleigh

**NC State Human Resources Intern**, Recruitment Services

**Major(s):** We are open to all majors; however, Human Resources, Government, Public Policy, Business, Business Administration, Liberal Arts, Psychology or Communications majors would be preferred

**Project Objective:** This internship program is designed to expose the intern all aspects of Human Resources including Recruitment, Classification and Compensation, Salary Administration, Benefits, Employee Relations, Business Operations, Communications, Safety and Worker's Compensation, Legal and Policy Interpretation.

**Major Tasks:** The intern will help in the NC State Office of Human Resources with various projects that are pertinent at the time. Examples could be reviewing and comparing salary data; helping advertise open positions, updating databases; researching and collecting data for various HR initiatives; researching HR policies, assisting with the Wellness activities; assisting in the development of communication tools such as brochures and job aides for Human Resource processes; developing and presenting information to small groups.

**Final Product or Outcome:** The intern will be exposed to many of the areas in Human Resources that are in both private and state entities. This will be a learning opportunity to see how a centralized Human Resources department supports and works with over 30 separate agencies in North Carolina who employ over 60,000 people statewide.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## **PUBLIC INSTRUCTION – STATE BOARD OF EDUCATION**

**#104 (2) Raleigh**

**Legislative and Community Relations**, Legislative and Community Relations

**Major(s):** Law, Pre-Law, Education, Communications, Political Science, History, Economics, Business

**Project Objective:** To learn and experience how the North Carolina State Board of Education (SBE) operates within the state government system. The intern will work on projects and tasks relevant to the area he/she is assigned to broaden his/her knowledge of education, education policy, state government, and the legislative process.

**Major Tasks:** Work with the government affairs staff to track legislation, monitor the budget, attend State Board of Education and NC General Assembly (NCGA) committee meetings, write overviews for the weekly legislative updates and compile a summary of the education legislation and budget items effecting K-12 education.

**Final Product or Outcome:** The intern will acquire an extensive understanding of state government, the legislative process and the functions of the State Board of Education. The student will experience lawmaking and the budgetary process first hand. The compilation of the internship will be covered in an overview of the 2019 long session of the NCGA.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

**#105 (1) Raleigh**

**K-12 Online Learning Intern**, Digital Learning

**Major(s):** Graduate work only – Educational Leadership PhD or Masters, Doctorate in Education, Masters in Instructional Design, Masters in K-12 Online Learning

**Project Objective:** The purpose of this project is to broaden perspective of best practices and overall knowledge of K-12 online learning landscape that will inform our work.

**Major Tasks:** Assist with various NCVPS programs, outreach and implementation of strategic goals. Develop a deep understanding of quality assurance measures in the online learning environment and assist with implementation of national standards as related to overall course quality. Data collection and analysis.

**Final Product or Outcome:** This project will help inform leadership of potential areas in which to improve, assist NCVPS in understanding stakeholder needs, and

broaden our understanding of the impact we have on students and districts.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

**#112 (1) Raleigh**

**Data & Policy Analysis**, Office of Charter Schools

**Major(s):** Public Policy, Public Administration, Education Policy, Education

**Project Objective:** To provide an opportunity for a motivated student interested in state government and the legislative process to gain hands-on experience working in the Office of Charter Schools. The intern will work directly with the Director in the office and his/her designees and will spend a significant amount of the internship analyzing policies, statutes, and tracking important legislative changes directly impacting the office.

**Major Tasks:** The intern will be responsible for attending and tracking and relevant meetings related to The Office of Charter Schools. Attending such meetings are important to help develop and produce quality analyses and guidance documents to provide relevant information to the portfolio of charter schools, the State Board of Education, and Charter Schools Advisory Board.

**Final Product or Outcome:** Anticipated the intern will exit the internship with significant awareness of state government, legislative process, and the daily operations of the Office of Charter Schools. We would expect to receive data analyses and guidance documents to help guide current and future decisions/projects in the office.

**Travel Required to Accomplish Duties:** No, however, the intern may be provided an opportunity to visit a charter school and attend relevant legislative sessions.

**Anticipated Work Schedule:** Weekdays/M-F

## **PUBLIC SAFETY**

**#106 (1) Raleigh**

**Behavioral Health Services within the Prison System of North Carolina**, Adult Corrections; Behavioral Health Services

**Major(s):** Psychology

**Project Objective:** Behavioral Health Services within the prison system of North Carolina are provided by psychologists, psychiatrists, and social workers. Within psychology, we strive not only to provide evidence-based treatment, but to also conduct evidenced-based assessments within a population that includes a broad range of major mental health disorders, personality disorders, and cognitive deficits. Correctional Psychology is a unique specialty of Psychology that is positioned to go beyond the clinical practice of psychology to engage the entire system of care, housing, and management practices of the prison system through consultation, program evaluation, and research. Areas of research may include clinical outcomes, mediating and moderating factors for the effects of long term segregation, social/behavioral norms

of incarcerated individuals, self-regulation, violent risk assessments, and diagnostic practices for complicated presentations.

**Major Tasks:** Summer interns within Behavioral Health will be offered opportunities for mentoring and shadowing to help guide potential interest in careers in Correctional Psychology. There will also be a Summer Project that may either extend the existing research efforts of the Behavioral Health Section or lay the foundation for a new line of research.

**Final Product or Outcome:** Each Summer Project will culminate in a presentation to internal stakeholders.

**Travel Required to Accomplish Duties:** No

**Anticipated Work Schedule:** Weekdays/M-F

### #107 (3) Raleigh

**Energy Efficiency, Central Engineering; Energy Management**

**Major(s):** Industrial, Mechanical, and Electrical Engineering

**Project Objective:** Continue to make our Energy Efficiency program a success.

**Major Tasks:** A robust energy efficiency program ensures our leaders and customers understand the objectives of our program and partner with us in the most efficient use of energy and water – resulting in substantial financial savings to our institutions and taxpayers. This is accomplished by analyzing and prioritizing all opportunities to improve efficiency and energy costs. Specifically, the latest utility data will be scrubbed, imported into our utility dashboard and presented to our leadership teams; determining the most cost effective electric and natural gas rates through detailed analyses, prioritizing projects and recommending the most cost effective retrofit solutions, managing energy efficiency projects, and presenting results to our leadership.

**Final Product or Outcome:** Utility dashboard data is updated, analyzed and used to prioritize project priorities; project cost and usage savings are updated; most cost effective utility rates applied; recommendations made for

water and energy retrofits with a focus on lighting; cost saving calculations performed; where possible, actual retrofits will be managed; findings and recommendations made to leadership regarding program status, energy efficiency priorities, and cumulative savings.

**Travel Required to Accomplish Duties:** Yes, possibly several days at a time, for up to two weeks.

**Anticipated Work Schedule:** Weekdays/M-F

### #108 (1) Raleigh

**Judge Advocate General (JAG)/Legal Intern, Office of the Staff Judge Advocate**

**Major(s):** Law and pre-law students are preferred but all majors will be considered

**Project Objective:** To assist the Office of the Staff Judge Advocate to provide legal services to The Adjutant General of the North Carolina National Guard,

the Joint Force Command Staff, and to Soldiers, Airmen, and their families.

**Major Tasks:** Intern will research legal issues in the following areas: administrative law, contracts and fiscal law, criminal law, civilian personnel law, ethics, decedents' estates, wills, and general legal assistance matters. In addition, intern will also participate in Staff and client meetings as well as provide assistance to Judge Advocates with briefings and development of legal opinions and advice

**Final Product or Outcome:** To provide legal services to all facets of the North Carolina National Guard in an effective and efficient manner.

**Travel Required to Accomplish Duties:** No, Not required, but interns are offered opportunities for day trips to military facilities, court appearances and client meetings off-site.

**Anticipated Work Schedule:** Weekdays/M-F

### #109 (1) Raleigh

**Jurisdictional Boundaries (county/state boundaries) Intern, Emergency Management; Risk Management/Geodetic Survey**

**Major(s):** Geomatics, Civil Engineering, Agricultural Engineering, and Civil Engineering Technology

**Project Objective:** Provide support to NC Geodetic Survey's county boundary team to reestablish county and state boundaries

**Major Tasks:** Perform research, serve as a member of the survey team to collect data, serve as a visual observer on the Unmanned Aircraft System (UAS) team, and map production

**Final Product or Outcome:** Perform research, field data collection, and map production to support the development of final reports, exhibits, and survey plats.

**Travel Required to Accomplish Duties:** Yes, 10% (overnight) of the time to the counties in which the project is located.

**Anticipated Work Schedule:** Weekdays/M-F

### #113 (1) Jackson Springs

**Corrections and Law Enforcement Training Intern, Samarand Training Academy**

**Major(s):** Criminal Justice, Criminology, Political Science

**Project Objective:** To assist with the implementation and oversight of Adult Corrections and Law Enforcement training events in an Academy setting.

**Major Tasks:** Intern will assist with scheduling training events; assist with classroom preparation; assist Academy staff with utilization of use of force training simulators; assist the Academy multi-media technician with design of web-based productions; assist with equipment and supply procurement; will be exposed to housekeeping, food service, and dormitory management; and other duties associated with conducting Academy Operations.

**Final Product or Outcome:** To provide the intern with experience in the management of training academy operations and events.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## **REVENUE**

#110 (1) Raleigh

**Tag & Tax Impact Analysis: HB 1779 Impact Intern,**  
Personal Property

**Major(s):** Marketing, Business Management

**Project Objective:** The intern will work with the Personal Property Division Manager and other division staff to perform an impact analysis on the statewide Tag & Tax Program, which combined the motor vehicle property tax with the vehicle registration and is now collected by DMV. This analysis will study the impact this new legislation had on counties in regard to cost and motor vehicle collection %.

**Major Tasks:** This project will require the intern to conduct data acquisition on the cost to administer and collect motor vehicle tax from counties prior to the implementation of Tag & Tax and compare to the cost after this program was moved to production in July of 2013. This data will be collected from all 100 counties and other state agencies such as the Department of Revenue, DOT (Fiscal, DMV (Stars & IT) and the State Treasurer office.

**Final Product or Outcome:** The Local Government Division is responsible for managing this statewide system and this analysis will provide our division with the necessary information to determine if this was a positive impact or negative impact for all stakeholders. It will also allow our division to make decisions that are more beneficial and efficient to stakeholders, which also includes the citizens of NC.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## **TRANSPORTATION**

#111 (1) Raleigh

**Public Relations Officer,** Communications Office

**Major(s):** Journalism, Marketing, Public Relations

**Project Objective:** This project will give the intern a better understanding of how the N.C. Department of Transportation, state government and the media operate, as well as the daily responsibilities of communications professionals in the public sector. The intern will assist Communications Office staff with internal and external communications efforts to keep the media, public and department employees informed about NCDOT's projects and initiatives.

**Major Tasks:** Draft news releases, speeches, feature articles, blog posts, video scripts and other written materials. Pitch story ideas to media outlets to attain coverage. Utilize social media tools, such as Twitter, Facebook etc. to inform the public. Help plan and attend events and meetings on behalf of the office as needed. Assist with research and compiling daily news clips.

**Final Product or Outcome:** The intern will have numerous writing samples to include in a portfolio,

demonstrated experience meeting deadlines in a high-profile state government communications office and a working knowledge of how to use video and social media to promote critical messages.

**Travel Required to Accomplish Duties:** No  
**Anticipated Work Schedule:** Weekdays/M-F

## Helpful Tips for Potential Interns

### *Before you apply ...*

- Be sure your outgoing voicemail message sounds professional.
- Your email address should be professional, usually based on your name.
- Check your email regularly. Make sure that your mailbox is not full. Also check your “junk” or “spam” email folders for wrongly filtered emails. Employers increasingly rely on email for communication.

### *Your résumé...*

- Should clearly list your name, contact information, address, phone number(s), and email address.
- Must be truthful. Must include previous experience.
- Your resume should follow standard business format.
- See attached resume for an example of standard business format.

### *Your cover letter...*

- Your cover letter should follow standard business format.
- Content should be limited to one page.
- See attached cover letters for examples of standard business format.

## Keys to Success

Employers in North Carolina government agencies assume that interns will meet certain expectations. These expectations may vary by agency, but the following are generally accepted as standard for the North Carolina State Government Internship Program.

### GENERAL PROGRAM EXPECTATIONS

- Attend the program orientation and enrichment activities.
- Complete the 10-week project.
- Complete and submit timesheets by indicated deadlines.
- If applicable, meet guidelines for academic credit at your academic institution.

### STARTING OUT AT THE AGENCY

- Make a good first impression and dress appropriately for the job.
- Be prompt and assume responsibility for regular attendance.
- Research and respect agency policies.

### DEVELOPING A PRODUCTIVE INTERNSHIP EXPERIENCE

- Complete tasks in a reasonable amount of time.
- Be culturally competent; be willing to adjust to a variety of circumstances and people.
- Ask for guidance, share ideas and express concerns.
- Seek additional responsibilities and challenges.
- Reflect upon what you are learning and be open to evaluation.
- Complete internship program evaluation.

We at the Council for Women & Youth Involvement Office are available to you for information and support regarding the application process or the internship. If you have questions or concerns, call Candace Dudley at (919) 807-4407.



# Sample Cover Letter

***(Today's Date)***

1234 West East-North Street ***(Senders address)***  
Norlina, NC 12345

State of North Carolina Internship Program  
Candace Dudley, Internship Coordinator ***(Receiver's address)***  
1320 Mail Service Center  
Raleigh, North Carolina 27699-1320

Dear Ms Candace Dudley, ***(always use a name or if must, Dear Hiring Manager)***

Some people want to be doctors, others want to be astronauts, as a young girl, I always wanted to be the one who was able to bring history to life through the art of museums as a curator. That passion began the first step I took into the world of Colonial Williamsburg and saw how important knowing about our past ensures a better future. Today, I am writing to you in regards of obtaining an internship for the Summer of 2018 in order to use my passion and goals to good work. I am currently a Junior at ABC University working towards a B.A. in History as well as double minor in Business Administration and Non-Profits. My passion lies with history and being able to bring the lives and events of those that shaped our world today. I enhanced that dream by enrolling in a University to further my knowledge on the subject and now I hope to continue that by working with your organization to apply what I have learned throughout my studies and be able to see how I can make my dreams reality.

***(This paragraph is to introduce yourself and tell why you are writing)***

As stated, I have a passion for history and to spread the subject to the minds of many. On top of my passions and goals, I have a hard work ethic that allows me to complete any task I am given and accomplish anything I set my mind to. I always give my 100% and thrive on busy schedules. My past experiences with previous internships prove my desire to work around people and serve the public. I enjoy working on a team as well as taking on leadership roles that allow me to delegate a group. I feel that I am qualified to take on the task of interning with your organization due to skills already states as well as having enthusiasm and excitement for what your organization hopes to accomplish such as providing resources for the public and enhancing educational experiences for many.

***(This paragraph is to tell how you fit the job description-skill/experience you bring- and the company-values. You need to know the job description and study their website to learn their company-values-product- then describe briefly where you have experienced the skills they are looking for)***

Attached is a copy of my resume, which more fully details my qualifications for the internship. My resume covers what I have accomplished at ABC University both academically and socially as well as my past work experience. I look forward to hearing from you regarding an internship.

***(This paragraph is the closing where you reiterate your interest, thank them and provide your contact information)***

Thank you very kindly for your consideration,

Sincerely  
January F. March

# Sample Cover Letter

***(Today's Date)***

1234 West East-North Street      ***(Senders address)***  
Greensboro, NC 12345

State of North Carolina Internship Program  
North Carolina Internship Council      ***(Receiver's address)***  
1320 Mail Service Center  
Raleigh, North Carolina 27699-1320

Dear Internship Council, ***(always use a name or if must, Dear Hiring Manager)***

I have spent my life and career being far too organized. After many years of finding this talent appreciated in the automotive world, but not rewarded, I was lead to consider more satisfying uses for it. Together with my interests in history, research, and books I arrived at the study of Information Science, more specifically Archives and Records Management. I attend North Carolina Agriculture and Technical State University, expect to graduate in 2021. Today, I am writing to you in regard to the African American Education Digital Collection Internship (#91) for the summer of 2018. Besides being entirely in line with my current course of study, the subject matter is close to my heart. As a student at an Historically Black College and University (HBCU), I have gained a far deeper appreciation of the challenges of African American communities in terms of equity, representation, and inclusion.

***(This paragraph is to introduce yourself and tell why you are writing)***

My long work history bears out a strong work ethic, commitment to quality, and organizational ability. Now, with a full-time commitment to educating myself in Information Science, those skills are being turned in a new direction. I have found my academic work thus far to be inspiring, but also that it constantly challenges me with new questions. My major focuses on more of the technological aspects and thus far that fits well with my experience, dealing with constantly changing technology in the workplace. Not only would I fit well to the task at hand but increasing access to these kinds of records answers the concerns that I have about the voices of underserved communities, and I would feel privileged to be a part of such a project.

***(This paragraph is to tell how you fit the job description-skill/experience you bring- and the company-values. You need to know the job description and study their website to learn their company-values-product- then describe briefly where you have experienced the skills they are looking for)***

Attached is a copy of my resume and other records, which more fully detail my qualifications for the internship. My resume covers what I have accomplished both in my long career and during my educational journey, as well as my current path forward. I look forward to hearing from you regarding this internship. I can be reached by email at student123@lstudent.com or by phone at (123)456-6789.

***(This paragraph is the closing where you reiterate your interest, thank them and provide your contact information)***

Thank you very kindly for your consideration,

Sincerely  
January F. March

**Best of luck in the selection process!**