THE CARTER CENTER

Office of the Vice President, Health | Internship

Overview

The Office of the Vice President for Health Programs seeks a highly organized and technology-oriented intern to support the design, enhancement, and ongoing management of SharePoint sites serving Health Programs staff. The intern will help develop user-friendly digital workspaces that improve information access, staff collaboration, knowledge management, document organization, and internal communications across Health Programs. The role will contribute to maintaining sites including Health Programs, OVP Health, International Task Force for Disease Eradication, and other related health programs' SharePoint environments.

Number of interns per semester: one

Key Responsibilities

- Assist with the design, layout, navigation, and user experience of Health Programs SharePoint sites
- Update content, images, contact directories, calendars, organizational charts, and resource links
- Organize and migrate documents, records, and archives into SharePoint document libraries
- Support the creation and maintenance of repositories for research products, manuscripts, abstracts, reports, strategic documents, and onboarding resources
- Assist with quality assurance testing to ensure links, pages, libraries, forms, and workflows function properly
- Support content updates for staff profiles, biographies, and organizational information
- Recommend improvements to site structure, searchability, accessibility, and user engagement
- Create user guides, documentation, and training materials for SharePoint users
- Collaborate with Health Programs staff to identify information needs and improve digital resource accessibility

Learning Opportunities

The intern will gain experience in:

- Microsoft SharePoint Online administration and site design
- Information architecture and knowledge management
- User experience (UX) and digital content organization
- Internal communications and collaboration tools
- Document and records management
- Health program operations and organizational support
- Project coordination and stakeholder engagement

Preferred Qualifications

- Undergraduate or graduate student in information systems, public health, health informatics, library science, communications, business, computer science, or a related field
- Familiarity with Microsoft 365 applications, including SharePoint, Teams, Outlook, Excel, and PowerPoint
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and deadlines
- Effective written and verbal communication skills
- Experience with web content management, graphic design, or digital communications is preferred but not required

Desired Skills

- SharePoint Online site design and content management
- Microsoft Lists, Libraries, and Web Parts
- Document organization and metadata management
- Data entry and quality assurance
- Basic graphic design and image editing
- Process documentation and workflow development
- User-centered design principles