

# Division of Water Infrastructure Funding Program Internship

STEP INTERNSHIP 2023

Raleigh, NC

Division of Water Infrastructure

## PROJECT DESCRIPTION / OBJECTIVE

The Division of Water Infrastructure administers programs to provide grants and low-interest loans to local government units for water and wastewater infrastructure projects. This internship will assist division funding programs include the Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF), and the Viable Utilities program (VUR). This internship will assist the funding programs with the following duties essential to implementation of funding programs:

- Application training assistance
- Action plan guidance assistance
- Project management assistance

## MAJOR TASKS TO BE PERFORMED

- Compile information from SAP into packets for approval
- Filing hard copies into an electronic system
- Preparing data for a public map
- Assisting team to develop guidance for Viable Utilities action plan requirements
- Auditing study grant files for consistent labeling

## FINAL PRODUCT OR OUTCOME ANTICIPATED

Funding programs have been provided essential administrative consistencies for implementation, and intern has gained knowledge and experience with funding programs and training by staff.

## QUALIFIED CANDIDATE MUST POSSESS

- Strong data analysis skills
- Proficiency in Microsoft Word, Excel, and Teams

