Internship Position
Description Data Analyst

Total hours: 10-15 hours/week
Rate of pay: TBD (either hourly or scholarship)
Direct supervisor: Sabah Currim, Manager of Alumni Data and Analytics
Internship director: Jaynelle Ramon, Senior Manager of Digital Content and Strategy

Position Description:

The data analyst intern will work a total of 10-15 hours a week during a given semester. They will receive direction from the data and analytics team to assist with requirement analyses, data cleaning, data integration and reporting needs. They will experience working within a team and with multiple UAAA staff members and clients as well as learning data analyst skills. Student responsibilities vary during the course of the semester to include:

- Work with customers to understand requirements
- Create, analyze and summarize customer satisfaction surveys
- Improve data documentation
- Enable data integration across heterogeneous data sources
- Improve data quality
- Assist in updating alumni records
- Help automate survey creation and dissemination using Eventbrite, Qualtrics and Salesforce
- Create event check-ins

Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.
- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.
- The intern will take part in a mock interview and resume review with a UAAA or Career Services staff member.

Required Qualifications:

- An undergraduate/graduate student who is planning to graduate no earlier than Spring 2019
- Must be able to maintain an average work week of 10+ hours — even during the summer
- Proficiency in Excel in writing formulas that include functions like VLOOKUP
- Proficiency in Access to create simple database and forms
- Experience with SQL and DBMSes
- Major does not have to be computer science, MIS or STEM-related backgrounds, but must be 100 percent interested in technology and its role in shaping our world
- Must possess tenacity
- Problem-solving attitude
- Knowledgeable of on-campus events and UA history, traditions and sports
- Minimum GPA of 3.0
- Flexible schedule (outside of class and/or work commitments)
- Adaptable and able to work in a team setting
- 100 percent integrity with keeping your commitments and ability to follow through and self-start

Preferred Qualifications:

- Experience with requirements analyses
- Experience in data cleaning
- Experience in data integration
- Experience with Qualtrics
- Experience with Salesforce
- Familiarity with data visualization tools
- Excellent communication and writing skills
- Active on campus

Please submit resume and examples of work online at arizonaalumni.com/internship