

Data Analyst & Business Intelligence Internship

Paid Fall Internship: \$13.25/hour culminating in a capstone project of your choice.

Term: Summer 2019 (May 20 to August 23)

Availability: 10 hours/week

The data analyst and business intelligence intern will support a high energy and fast-paced marketing and recruitment department, responsible for \$6.8 million in revenue, in the following areas:

- Conduct full analysis of prospect journey and behaviors
- Interpret data and trends; provide forecasting
- Analyze results using statistical analysis, explanatory predictive modeling, and data mining techniques
- Craft data summaries, abstracts and key points to inform business processes
- Collect, collate and pull data

Qualifications

- Current NSCS member
- Currently pursuing a degree in business, mathematics or relevant field
- Microsoft Excel superstar
- Understanding and experience with statistics and regression analyses
- Willingness to learn
- Ability to work from our Washington, D.C. office: 2000 M St. NW, Washington, DC 20036

To Apply:

Email your cover letter and resume as an attachment (PDF) to madwed@nscs.org. You must include your availability to work for the summer semester/term. Interviews will be conducted on a rolling basis.

This role will prepare you for entry level positions such as:

- Data analyst
- Financial analyst
- Business analyst
- Researched
- Account/Project management

Type of Appointment:

This is an hourly paid "Non-Exempt" position. Non-Exempt employees are covered by the overtime requirements of the Fair Labor Standards Act and typically include hourly employees with support jobs. Non-exempt employees must obtain advance permission from their direct supervisors before working more than 40 hours in a work week.

The Americans with Disabilities Act (ADA) of 1990 requires that the Physical Demands of each job be identified. The following information is intended to describe normal, physical demands found on the job. It is not intended to identify ideal, hypothetical or extreme cases.

This position includes sedentary work consisting of but not limited to:

- Ability to stand or sit for prolonged duration
- Ability to perform repetitive finger, hand, and arm movements
- Ability to lift 25 lbs.
- Talking-giving verbal instructions in close range, and speaking over the phone,
- Able to perform simple math
- Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
- Ability to think critically and provide appropriate solution