



Job Title: Business Intelligence Intern
Department: Risk Advisory Services
Reports to: Business Intelligence Services Team Leader
Status: Non-Exempt, Part time or Full time
Updated: June 2022

Summary of Responsibilities:

The Business Intelligence Intern will work with the BI Team to develop a client-facing Analytic Solution. The intern will work through the development life cycle from beginning to end. The intern will use data analytics software to prepare and analyze the client data. The intern will then load the data into the data visualization tool to develop the client-facing dashboard. The intern will be responsible for updating documentation on the data requirements, analytics, and user guides. The ideal candidate will need to communicate via email, messaging, in-person, or on video call with peers about the status of the project and any findings. They will also need to be self-disciplined and able to work independently.

Essential Functions:

- Work with the BI team to develop business intelligence solutions for client use.
- Leverage data analytics tools like Alteryx and data visualization tools like Qlik to develop dashboards along with extracting, transforming, and loading data.
- Create documentation that includes the design, requirements, and user manuals for the business intelligence solutions.
- Complete all tasks assigned in a timely and efficient manner according to instructions.
- Follow all professional standards.
- Address client needs/requests as necessary.
- Develop technical expertise.
- Participate in job planning sessions understanding the need for consistency on jobs as well as customization.
- Actively establish plans to meet deadlines in advance and maintain accountability for self and client-assigned tasks keeping appropriate team members informed of progress.
- Complete administrative duties timely (i.e., time entry and tasks list).
- Set individual goals that support departmental and firm goals.
- Perform other duties as assigned.

Education, Experience, and Skills:

- Recent graduate or current student in good standing seeking a Bachelors or Master's degree in Analytics, Business Intelligence, Accounting with Data Analytics, CIS, Computer Science or similar
- Prior exposure to SQL, Python, Tableau, Power BI is a plus
- Working knowledge of Microsoft Office.



Expectations:

- Respect and earn the respect of fellow team member
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan

Working Conditions:

- Minimal hazards. General office working conditions.
- Occasional heavy lifting.
- Periodic evening and/or weekend work.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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