

UFIT Data Platform & Analytics

Analytics & Reporting Developer Internship

Hiring Manager Name & Title: Fran Fiorello, Manager, Enterprise Reporting & Analytics

Department: UFIT Data Platform and Analytics

Title of Internship: Analytics & Reporting Developer

Brief Description of Internship:

Individual will assist Reporting and Analytics Developers with tasks involving data gathering, data preparation, some presentation through dashboards and reports, and review of existing and pending content for publishing. Individual will also assist with documentation of data, models and procedures, as well as help support system maintenance tasks.

Specific Duties:

- Assist with review, cleansing and preparation of data for internal and customer-facing dashboarding and reporting needs. This may include some extraction of data from the warehouse and review of datasets slated to be used for reporting.
- Documentation of data and technical assets for both internal tracking and customer education.
- Assistance with design and development of dashboards and reports.

Hours Per Week: 10 - 15 hours per week

Work Location: 720 SW 2nd Avenue, Ayers Building

Hourly Rate: \$15 - \$20

Qualifications Needed:

- Background in technical development and/or analysis. For example, actively pursuing or having attained a degree in Data Analytics, Computer Science, Engineering, etc.
- Strong writing and grammatical skills
- Knowledge of principles in Data Analytics or Data Science
- Some basic understanding of databases and SQL is desired

Learning Objectives:

- Develop an understanding of their career field of interest, including the skills, responsibilities, and career trajectory of professionals; specifically, obtaining introductory experience with reporting and analytics tools, focusing primarily on IBM Cognos.
- Learn, comprehend, and implement the needs of enterprise-level reports through review of existing reports and contributions to new development.
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences to communicate technical communication by

helping to document source data, report content and model content for consumption both to broad groups of people.

- Learn and develop SQL and data extraction skills through review of existing reports and queries.