Internship Title: Data Intern   **Duration:** 3 Months   **Compensation:** $500 stipend + Commission + Academic Credit

Description:
Our Data Interns are responsible for data cultivation, management, and maintenance. This intern will ensure that our database of library supports is kept up to date, clean, and accurate. There are opportunities for a wide range of research topics in this internship. You will be given access to a number of big data sources and voter information in order to build data around library supporters and to identify and understand trends in voter support of libraries.
We are looking for a passionate Data Intern. The successful candidate will turn data into information, information into insight and insight into business decisions.

Duties:
- Reporting the results back to the relevant members of the organization
- Identifying patterns and trends in data sets
- Experience in data models and reporting packages
- Ability to analyse large datasets
- Ability to write comprehensive reports
- Interpreting data, analyzing results using statistical techniques
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Acquiring data from primary or secondary data sources and maintaining databases
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Locate and define new process improvement opportunities

Qualifications:
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel
- and PowerPoint)
- Studying towards/ educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling
- An analytical mind and inclination for problem-solving

Skills:
- Strong writing, communication and interpersonal skills
- Ability to work with various departments to finish necessary projects
- Understand the importance of maintaining confidentiality
- Self starter, able to think creatively to solve problems
- Strong verbal and written communication skills