Office/Department/Program: Smith School of Business Research Office

Job Title Doctoral Intern Business Data Analyst

Number of Positions: 1

Fellowship Mentor: Laurence Ashworth, Associate Dean / April Wallace, Associate Director

Brief Description of Your Unit/Organization:

in business education.

From establishing the first undergraduate business degree a century ago to creating ground-breaking programs and courses in emerging areas, including artificial intelligence, fintech, analytics, cultural diversity, team dynamics, social impact, and more, Smith is at the forefront of preparing you for the bu

The incumbent in this role will be

- x Deliver a comprehensive final report to the Research Office and senior leaders, encompassing an analysis of strengths, weaknesses, opportunities, and threats.
- x Utilize datadriven insights to make informed recommendations for improved decisionmaking and strategic planning.

Intern Learning Outcomes:

During this internship, the intern will further develop the ability to:

- x Coordinate a project through the design and execution of project work plans.
- x Think critically, and use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- x Build relationship management skills and the ability to communicate clearly with various departments at the Smith School of Business in a professional setting.
- x Analyze systems and operations to determine best approach for future practices.
- x Apply officespecific organizational and time management strategies to managing competing priorities and deadlines.
- x Design mechanisms to collect data and draw meaningful conclusions from the data.
- x Design spreadsheets and reports to visually represent the data collected.
- x Provide recommendations for the Research Office
- x Apply data analysis to a tangible complex research
- x Use an EDII lens when making recommendations.
- x Assess own work performance and skill development as well as future career development goals.
- x Work independently while ensuring collaboration in a team environment
- x Design feedback mechanisms, assess feedback and make decisions based on feedback gathered

Required Qualifications:

- x
- x Demonstrate analytical, interpretive, research and problemsolving skills. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and work a solutions
- x Project coordination skills and experience coordinating small to medium sized projects.
- x Strong data management skills
- x Experience working on a team, using interpersonal skills to build positive and productive working relationships with others.
- x Ability to be adaptable and flexible with the project needs.
- x Time management and organizational skills required to manage competing priorities and meet deadlines
- x Proficient with technology and software applications. Ability to learn new technology (e.g x