

Business Intelligence Internship Role Description
Richardson Adult Literacy Center

Title

Business Intelligence Intern

Description

Richardson Adult Literacy Center (RALC) is a non-profit organization in Richardson, Texas and was established in 1990. RALC offers ESL (English as a Second Language) instruction, citizenship classes, conversational English workshops, and career bridge (workforce readiness) workshops to over 400 adults each semester.

The Business Intelligence Intern is responsible for analyzing data and providing insights to support decision-making and organization strategy for RALC. This internship involves collecting, organizing, and interpreting data related to participants in the Career Bridge Program, such as personal financial growth, learning progress, learning obstacles, sentiments and changes in quality of life.

Learning Outcomes

The Business intelligence Intern will use statistical and quantitative analysis techniques to identify trends, patterns, and opportunities for improvement. They will also communicate their findings to stakeholders through reports, presentations, and visualizations.

Responsibilities

1. Collect and analyze data from multiple sources to identify key business trends and insights.
2. Develop and maintain dashboards, reports, and data visualization tools to track KPIs and performance metrics.
3. Conduct ad-hoc analysis and data mining to support strategic decision-making and problem-solving.
4. Collaborate with cross-functional teams to understand business needs and provide data-driven solutions.
5. Assist in the development of predictive models and forecasting methods to support business planning.
6. Communicate findings and recommendations to stakeholders in a clear and concise manner.
7. Stay current on industry trends and best practices in business analytics and data science.

Requirements

- Strong analytical and problem-solving skills.
- Proficiency in one or more data analysis tools such as Excel, SQL, R, Python, Tableau or Power BI.
- Knowledge of statistical analysis methods and data visualization techniques is preferred.
- Excellent communication and presentation skills.
- Ability to work independently and collaboratively in a fast-paced environment.

Majors

Pursuing Bachelor's degree in Business, Statistics, Mathematics, Economics, or related field.

Dates

September 9th - December 2nd, 2024 (Revise if necessary)

Salary

\$15/hr

Additional Requirements

Must have reliable internet connection, computer, and transportation to Richardson.

Application Process

Send a resume to Ann Banks, RALC Executive Director, at director@ralc.org

Contact Information

Ann Banks, Executive Director ▪ director@ralc.org ▪ (972)644-5119 ralc.org