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# Example of Analytics Intern Job Description

Our growing company is hiring for an analytics intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for analytics intern

* Collaborate with Data Warehouse and other IT stakeholders in creating dashboards in Tableau
* Defining access and security framework for deploying Tableau reports enterprise-wide
* Hands-on analysis of financial data
* You will utilize BI tools to extract, organize, test and analyze data in order to support the business needs
* You will formulate requirements, data elements, metrics and tools for business needs
* You will create and communicate your accurate and effective insights to Hilton leaders
* You will work with team members of all levels to complete daily tasks, share analytical and systems knowledge, follow-up and escalate issues appropriately, and recommend process and reporting enhancements
* Partnering cross-functionally with data teams across the organization
* Ensuring data accuracy
* Reviewing and organizing data to clearly summarize and present take-a-ways

## Qualifications for analytics intern

* Organized and able to budget time effectively
* A passion for understanding data, and using data to uncover and explain business opportunities
* Must be enrolled in an MBA or Master program in a quantitative discipline
* Current enrollment in a local college or university, working towards a degree in Business, Finance, Economics, information systems, computer science, statistics, or related field
* Trustworthy individual to handle sensitive firm, department and individual performance information
* Experience in performing data analysis with surveys or performing workforce analytics