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# Example of Business Intelligence Intern Job Description

Our innovative and growing company is searching for experienced candidates for the position of business intelligence intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business intelligence intern

* Create interactive Tableau and other BI dashboards for audiences ranging from analysts to executives
* Utilize Microsoft Excel, PowerBI, and other technologies along to develop an analysis of impact of complexity changes with SKU rationalization
* Assist with the development of BI products, applications and systems
* Provide general administrative support to BI system and platform
* Act as a resource to by developing basic documents
* Act as a project point person/interface between other groups
* What do these companies seem to be doing that other companies in the industries are not?
* What can be gathered about their initiatives and growth strategies?
* Where are they spending to advertise their products and services?
* Which clients of ours align with the key players we researched?

## Qualifications for business intelligence intern

* Basic understanding of Extraction Transformation and Loading (ETL)
* Intern must be a student currently enrolled in an accredited college or university
* Understanding of financial terms used in the mutual fund business
* Have or working towards a degree in Data Visualization or Analytics
* Must be flexible to work overtime during busy compliance season or during high priority deadlines
* Proactively seeking clarification of requirements and direction