Data Intern, Mayor's Office of Urban Analytics and Innovation (Urban AI)

About the City of Cleveland: The City of Cleveland employs over 8,000 people, all holding a variety of jobs. Our business is providing services to our residents, business owners, and visitors of the City of Cleveland.

Urban AI Mission: Incorporate efficient, effective, and equitable analytics, processes, procedures, and policies while ensuring high levels of accountability, and quality deliverables.

Urban Data Lab Mission: To serve as the data center of excellence for the City by enabling improved decision making through data analytics, increasing transparency through access to data, and establishing data governance.

Intern with the Mayor's Office of Urban AI: The Data Intern will work with Urban AI's Urban Data Lab to support data driven evaluations of the City of Cleveland's programs through in-depth reviews of current data and reports. This project will provide the intern a unique opportunity to better understand database structuring, produce data visualizations, and get an introduction to working in a Municipal Corporation.

Supervision
The Intern will report to Urban AI's Data Analyst, EmilyAnn Moenich.

Hours and compensation
This position is for 16-20 hours per week. Interns are expected to work during normal business hours in 4-hour (half day) or 8-hour (full day) increments. This internship pays $15/hr.

This is an in-person internship. The Urban AI office is located at 75 Erieview Plaza. Interns will receive a pass to park for free at Willard Garage near City Hall (about a 7-minute walk down Lakeside Ave). Occasionally the Data Intern may need to report to City Hall or other City locations.

Examples of Duties

- Assist with collection and analysis of data for City of Cleveland departments. This will include creating and reviewing reports/dashboards, migrating data into the warehouse, and engaging with key stakeholders to ensure consistent and complete tracking of data.
- Assist with the evaluation of reporting metrics for City of Cleveland programs. This will include reviewing reports of data before they are sent to staff and key stakeholders as well as assisting in the creation of visualizations of data using Excel, Power BI, and ArcGIS.
- Assist in the design and upkeep of City of Cleveland data systems.
- Support Urban AI team with data gathering, entry, and analysis on an ad hoc basis.

Minimum Qualifications: To be considered for this internship you must:

- Candidate must be enrolled in an accredited college or university with an interest in statistics, data science, business analytics, or related field. Candidates in other majors that can demonstrate experience with quantitative analysis or research are encouraged to apply.
- Strong fluency in Microsoft Office products, such as PowerPoint, Word, etc.
- Ability to work independently, exercising responsible judgment and initiative.
- Ability to work in a team environment.
- Must have excellent verbal and written communication skills and exceptional interpersonal skills.
- Must have an intellectually curious approach to internal and external data and be willing to ask questions.

Preferred Qualifications:

- Proficiency in conducting research and experience working with data sets.
- Prior use or knowledge of computer languages, database systems and/or statistical analysis packages gained through work or classroom experience.

Application Instructions:
To apply, visit the City of Cleveland's Career page at:
https://www.governmentjobs.com/careers/cleveland?keywords=Internship
You will be asked to create an Account Profile along with your Application. **Be sure to include your resume with your application.**