

Data Analyst Intern – Talent Acquisition Department

The Cleveland Clinic

Summary: Talent Acquisition is seeking an intern to assist with turning data into information, information into insights, and insights into business decisions.

Job Responsibilities:

- Researches, compiles, tabulates, and analyzes data and processes for a variety of administrative and departmental matters.
- Assists department personnel in assigned administrative, planning, organizational, technical, and professional tasks.
- Provides suggestions or recommendations with regard to department specific projects.
- Prepares and presents reports; drafts policies and procedures; responds to requests for information.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Other duties as assigned.

Education:

- Current college enrollment required.
- Bachelors in Mathematics, Economics, Computer Science, Information Management, or Statistics preferred.

Complexity of Learning Experience:

- Can discuss and weigh pros and cons and separate critical issues.
- Can make definitive choices, expresses opinions on issues and can explain logical path decisions.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

Work Experience:

- None required.
- Experience with queries, report writing and presentation findings preferred.
- Experience using Excel, Access, SPSS, SAS or Power BI preferred.

Physical Requirements:

- Requires full range of body motion including handling/lifting items, manual and finger dexterity and eye-hand coordination.
- Requires frequent standing and sitting.
- Requires corrected vision and hearing to normal range.

Interested candidates should e-mail resumes and availability to:

Biljana Petrovic, Department Manager

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