

Unpaid Internship Position Description

Position Number: 6
Position Title: Business/Data Analytics Internship – DPU Legal Division
Location: 1 South Station, Boston MA – Hybrid/Remote
Duration: September 30 – December 13, 2024

Brief Description of Internship Position:

Great opportunity for business administration or finance major. Looking for applicant with strong Excel skills to help organize data and provide analytical support based on routine Division reports. Reports will help support DPU's Legal Division in case management and process improvements.

Description of Duties and Responsibilities:

Intern will help staff organize, maintain, and create metrics and visual data representations. Will work closely with staff to review spreadsheets and help staff identify trends or patterns.

Preferred Knowledge and Skills:

Knowledge of Excel and advanced functions, interest in business administration or analytics

Hours per week: 15-20