

Position Description

Position Number: 7
Position Title: Data Analysis Internship - DPU
Location: 1 South Station, Boston, MA - Remotely
Duration: June 5 – August 18, 2023

Brief Description of Internship Position:

The Department of Public Utilities, Rates and Revenue Requirements Division seeks an intern to help develop a comprehensive rate tracking platform to track electric charges in a manner that is as granular as possible. We also seek to create a database for municipal electric rates and summaries of Annual Return data.

Description of Duties and Responsibilities:

- Convert an existing Microsoft Excel Database of residential electric rates into an Excel workbook with significantly enhanced functionality including macros developed using Visual Basic or a platform such as Microsoft Access Database. The final deliverable should include query functionality (ability to calculate typical bills for various levels of kilowatt-hour usage, trends in rates and prices over time, review certain categories of rates) and other types of reporting dashboards.
- Additional data entry and spreadsheet creation for municipal electric rates and Annual Return data.

Preferred Knowledge and Skills:

Microsoft Office; intermediate/advanced Excel; data entry; data analysis and visualization.

Hours per week:

Up to 15 hours per week (2 days) (flexible)