



# LEADERSHIP DEVELOPMENT

## ***2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION***

### ***Business Performance Management***

**General position summary:** Work alongside a team of analytics professionals to support a variety of data-driven projects, partnering with cross-functional teams to understand business needs and deliver actionable insights. The role involves writing SQL queries, analyzing data, and contributing to end-to-end analytics efforts, from data exploration to reporting. The intern will help translate complex data into clear findings while supporting ongoing improvements to analytics and decision-making processes.

#### **Desired knowledge, skills and abilities:**

- Intermediate SQL skills with the ability to write and optimize queries for analysis
- Strong Excel skills for data exploration, analysis, and reporting
- Experience working with data visualization tools (Tableau, Power BI, or similar) to support insights and storytelling
- Foundational knowledge of data analysis concepts, including basic statistics
- Exposure to Python or other analytical tools is a plus
- Strong problem-solving skills with the ability to translate business questions into analytical approaches
- Effective communication and collaboration skills for working with cross-functional teams
- Professional business acumen and attention to detail

#### **Essential duties:**

- Collaborate with cross-functional teams to understand business questions and translate them into analytical solutions
- Write and maintain SQL queries to extract, transform, and analyze data from multiple sources
- Perform exploratory data analysis to identify trends, patterns, and actionable insights
- Support project-based analytics work, contributing to end-to-end delivery from data gathering to results communication
- Develop and maintain reports and dashboards to monitor key business metrics
- Communicate findings clearly through presentations, summaries, and data storytelling
- Assist in improving data quality, reporting processes, and analytics workflows
- Partner with team members to continuously enhance analytics capabilities and best practices