Analytics Intern

About Us
Visit the website: https://www.valleytransit.com/

Job Description
Valley Transit seeks a talented intern to manage the development of an employee survey instrument, working with the Representatives of the Collective Bargaining Unit to determine content and delivery method.

Responsibilities
• Research employee survey best practices.
• Identify samples of survey content, format and delivery.
• Create survey instrument, working with Valley Transit management team through various drafts and finalization.
• Monitor delivery of survey instrument to groups of employees, working towards completion and valid responses.
• Create and deliver well formatted report to management team.
• Able to commit approximately 10-15 hours per week.

Requirements
• Junior or Senior with minimum 3.0 GPA, majoring in either Mathematics, Marketing or Business
• Excellent research skills.
• Proficiency with Microsoft Excel with ability to translate data into report requests
• Technical and problem solving skills
• Excellent verbal and written communication skills; especially able to communicate technical solutions
• Project management skills with proven ability to multi-task and set priorities and timeframes to meet customer expectations
• Demonstrates a high sense of ownership and collaboration

Additional Notes
This is an unpaid internship opportunity.

Valley Transit is an equal opportunity employer.

To Apply
Send a cover letter and resume to Randal Son at randal@bmi.net

Include “Analytics Intern” in the subject line.