

## Overview

Reporting to the Business Intelligence Analyst, the Data Analyst Co-Op/intern will play a crucial role in enhancing RTP BI infrastructure, ensuring data consistency, accuracy, and reliability. This position will contribute significantly to the BI team's efforts in establishing Power BI as the central tool for organizational data analysis and decision support.

## Responsibilities

- **Power BI Development, Maintenance, and Data Management (50% of Time):**
  - Design, develop, and maintain Power BI reports and dashboards.
  - Develop and manage ETL processes to ensure efficient data extraction, transformation, and loading.
  - Implement rigorous data cleaning and validation processes to ensure data integrity.
- **Data Analysis, Modeling, and Reporting (20% of Time):**
  - Perform in-depth data analysis and develop sophisticated data models using Power BI.
  - Generate actionable insights and present findings to stakeholders.
- **Collaboration and Training (30% of Time):**
  - Collaborate with various departments to understand and fulfill their BI needs.
  - Provide Power BI training and support to other team members and departments.
  - Lead the creation and maintenance of process documentation to ensure consistency and knowledge transfer.
  - Actively promote the adoption of BI tools and insights across all departments, enhancing organizational data literacy.

## Qualifications

- Recent graduate or currently enrolled in a Bachelor's or Master's degree program in Computer Science, Statistics, or a related field.
- Experience in or exposure to data analysis, data modeling, ETL techniques, and process documentation, with a preference for experience in the Microsoft BI stack.
- Familiarity with Power BI, including report and dashboard development; holding a PL-300: Microsoft Power BI Data Analyst certification would be an asset.
- Strong analytical skills with meticulous attention to detail, especially in data quality, validation, and ETL process design.
- Excellent communication, training, and collaboration skills, with a keen willingness to learn and contribute to team success.