



DATA ANALYTICS INTERN – UNPAID

The Office of the Inspector General's (OIG) Center for Information Technology and Analytics (CITA) has a new opportunity for an individual(s) who loves problem-solving and is civic-minded, who is interested in developing their analytical skills, dashboard development, and technical skills. The Data Analytics Intern will help develop and redesign user-friendly dynamic Tableau dashboards to promote economy, effectiveness, efficiency, and integrity in City government. The Data Analytics Intern assignments will vary but includes working closely with team members on data validation, dashboard development, dashboard usability testing, and statistical modeling. This internship opportunity offers valuable hands-on experience working with City of Chicago data. **Note: This is an unpaid internship.**

DUTIES

- Design, develop, and test moderate to complex Tableau dashboards.
- Redesign, update and standardize Tableau dashboards.
- Work with project leads and stakeholders to understand data and business needs.
- Collaborate with users and developers to resolve dashboard and data related issues.

MINIMUM QUALIFICATIONS

- Experience with design and development of Tableau dashboards.
- Knowledge of Tableau calculated fields, parameter controls, hierarchy, groups, dashboard actions, filters, etc.
- Ability to work with large data sets.
- Ability to identify trends, patterns, and anomalies.
- Moderate understanding of relational databases and SQL.
- Experience with visualization design.
- Excellent problem-solving skills.
- Ability to multitask and meet deadline.
- Enrolled or recent graduate from an accredited college or university as a senior or graduate student, pursuing an undergraduate or graduate degree in data analytics, statistics, mathematics, or other related fields, or has data analytic certifications from an accredited college or university.
- Must have a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale.

PREFERRED QUALIFICATIONS

- Excellent knowledge of Tableau calculated fields, parameter controls, hierarchy, groups, dashboard actions, filters, etc.
- Experience designing Tableau dashboards using maps, LOD, parameters, etc.
- Experience working with census data.
- Knowledge of best practices for dashboard development.
- Advanced understanding of relational databases and SQL.

NOTE: APPLICATIONS MUST BE SUBMITTED BY THE INDIVIDUAL APPLYING. NO SECOND PARTY APPLICATIONS WILL BE ACCEPTED. THE OFFICE OF INSPECTOR GENERAL REQUIRES THAT ITS EMPLOYEES BE NONPARTISAN AND FREE FROM CONFLICTS OF INTEREST.

ANNUAL SALARY: Unpaid internship. These are temporary/part-time positions.

HOURS: Negotiable

INSTRUCTIONS:

To apply for this job title, do NOT use the City of Chicago online application. Follow these five steps:

1. Submit to e-mail address jobs@igchicago.org;
2. In the subject line, type in the job title for which you are applying;
3. Attach your cover letter for this job title;
4. Attach your resume; and
5. Attach your transcript.

NOTE: To be considered for this position you must provide all the information listed above. If you fail to provide this information at the time you submit your application, your submission will be incomplete, and you will not be considered for an interview. Application materials will only be accepted by e-mail at jobs@igchicago.org. If there is more than one open position in which you are interested, you may apply for more than one title by submitting an individual e-mail for each title. Repeat instruction steps one through six with each e-mail.

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.

WE VALUE DIVERSITY

The OIG is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

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