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# Data Analytics Bachelor's Intern

# 1254833

# Posting Date: Feb 8, 2024

# Description

**Location:**
This role is scheduled to be flexible. Please be prepared to spend part of your time working remotely and part of your time working at the following address: 74 N. Pasadena Ave, Pasadena, CA 92335

**Department Description:** The SSD - Solutions Architecture department supports:
1. KPHC Enhancement using multiple tracks in Epic Hyperspace, Chronicles.
2. Data Analytics using SQL, Power BI, Tableau, SAS.
3. Automation workflow using RPA with UiPath and Selenium, Jenkins.

**Target Majors:** Computer Science ;Business Administration;Math/Statistics;Public Health;Data Science;

**Target Skills:**
- Communication skills: the ability to write and speak professionally and effectively.
- Interpersonal skills: the ability to relate well to others and work in a team.
- Adaptability and resilience: the ability to adjust to changing situations and overcome challenges.
- Time management and organizational skills: the ability to plan, prioritize and complete tasks efficiently.
- Critical thinking and problem-solving skills: the ability to analyze information, make decisions and find solutions.
- Initiative and curiosity: the ability to take action, seek opportunities and learn new things.
- Research and analysis skills: the ability to collect, process and present data.
- Technical skills: the ability to use the relevant technology and subject knowledge.
- Learning Skills: The ability to find the best way to add new skills which are required in the team.

**Internship Project/s:**
**Job Summary:**

Under supervision assists in the provision of information, maintenance of databases, report production and routine data analysis. Work is reviewed for completeness, accuracy and soundness.

**Essential Responsibilities:**

Examples of project support include: Collects, prepares and tracks reports and summaries such as: budget to actual expenditures, production statistics, and utilization of services and statistical records of performance. Performs a variety of data collection and analysis assignments. Prepares ad hoc data requests as directed. Prepares and/or formats graphs, spreadsheets and reports by utilizing office software. May be asked to maintain databases on a regular basis by entering data and preparing data extracts. May extract information from different sources to compile data. Executes existing queries for established reports. Schedules conference calls and meetings. Contributes to the development of presentations materials. Provides administrative and project support as assigned such as copying, filing, entering and extracting data. Engages in and supports project work. Kaiser Permanente conducts compensation reviews of positions on a routine basis. At any time, Kaiser Permanente reserves the right to re-evaluate and change job descriptions, or to change such positions from salaried to hourly pay status. Such changes are generally implemented only after notice is given to affected employees.

## Qualifications

### Basic Qualifications:

<u>Experience</u>

- N/A

<u>Education</u>

- Current enrollment in an accredited college or university program Or recent graduate.

<u>License, Certification, Registration</u>

- N/A

### Additional Requirements:

- Excellent written and oral communication skills.
- Proficiency with Microsoft Office Suite - excel, word, access and PowerPoint.
- Proficient with a variety of software applications.
- Must be able to work in a Labor/Management Partnership environment.

### Preferred Qualifications:

- Knowledge of Access and database experience desirable.
- Prior office experience also desirable.

**Primary Location** California-Pasadena-West Annex - Parsons

**Regular Scheduled Hours:** 40

**Shift:** Day

**Working Days:** Mon, Tue, Wed, Thu, Fri

**Start Time:** 08:00 AM

**End Time:** 05:00 PM

**Job Schedule**: Full-time

**Job Type**: Internship

**Employee Status**: Regular

**Job Level**: Entry Level

**Job Category**: Information Technology

**Public Department Name:** SSD - Solutions Architecture

**Travel**: No

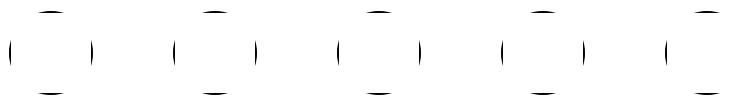**Employee Group:** NUE-SCAL-01|NUE|Non Union Employee

**Posting Salary Low :** 23

**Posting Salary High:** 27.4

**Sign-on Bonus**:

Kaiser Permanente is an equal opportunity employer committed to a diverse and inclusive workforce. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status.

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