



# Data Science and Analytics Intern

**Salary Range:** \$15 to \$18 per hour

**First Review of Applications:** October 28, 2020; Opened until filled

**Expected Start Date:** November 2020

## Role

With the guidance and supervision of senior staff, this position will provide a “hands-on” learning experience in the data science and analytics profession.

## Overview of Data Science and Analytics

As a premier multi-modal planning and project implementation agency, SANDAG relies on the quality and capacity of our Data Science and Analytics, and Economic programs. To help SANDAG achieve its agency objectives, the Data Science and Analytics Department was tasked to formulate actionable and transparent business intelligence strategies and implement valuable initiatives related to big data, open data, data analytics, and economic research.

The Data Science and Analytics Department delivers data services that enhance the San Diego regional economy using descriptive and predictive data to help make informed policy decisions, while using an open data platform to improve transparency and share information with others.

## Job Responsibilities

- Contribute as a team member to the research, collection, and compilation of project and program data; ensure the accuracy of information; maintain databases and documentation.
- Assist in the collection and processing of data using computer software, including developing and maintaining computerized databases, coding data for computer input, documenting computer data files, writing and running computer programs, and editing and correcting data files after identifying and resolving data inconsistencies.
- Contribute to the preparation of reports, summaries, correspondence, and presentations.
- Assist in various research, analysis, and technical duties related to the maintenance and improvement of complex models such as the land use forecast model used to support regional transportation planning.
- Assist in coordinating the integration of transportation and land use models, and coordinate with economic and demographic research staff to determine data interactions and conduct model scenario testing.
- Participate in quality assurance/quality control processes to improve data and model analytic qualities; participate in processes to improve model transparency.
- Assist in the development and maintenance of custom software applications to support current year estimates and long-range forecasts; develop new software and scripts, refactor existing software, and create new architectures as modeling needs evolve.



## Experience and Qualifications

- Undergraduate or Graduate level coursework in business analytics, data science, economics, statistics, or a related field.
- Ability to conduct complex research, collection, compilation, and processing of project and program data.
- Ability to ensure the accuracy of information and participate in the quality assurance and quality control processes.
- Ability to contribute to the preparation of reports, summaries, correspondence, and presentations.
- Advanced computer skills with MS Word, MS Excel, MS PowerPoint, and Internet research; experience with SQL, R, Python or Java, and concepts of query language are highly desirable.
- Ability to maintain databases and documentation.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level data analytics position.

## Program, Pay, and Perks

Undergraduate-level interns will be paid \$15 per hour; interns with a bachelor's degree or higher will be paid \$18 per hour. Interns also receive pro-rated holiday pay, paid sick leave, and a regional transit pass. This internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is primarily performed during normal business hours and, from time to time, may involve evenings and weekends; a specific schedule will be worked out between the intern and manager.

## Opportunities at SANDAG

If you are a student or recent graduate, an entry-level Intern position at SANDAG is a great way to launch your career! The agency works on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an Intern position, you will be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

## How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing [hr@sandag.org](mailto:hr@sandag.org) or calling (619) 699-1900. Completed applications can be submitted via email, fax, regular mail, or delivered by hand. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at [hr@sandag.org](mailto:hr@sandag.org), (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

## Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

## Contact Us



401 B Street, Suite 800, San Diego, CA 92101-4231



(619) 699-1900 | TTY/TDD: (888) 722-4889



[sandag.org](http://sandag.org)



[hr@sandag.org](mailto:hr@sandag.org)