

Examples of Undergraduate Internship Job Descriptions Approved for ECON Credit

Healthcare Software Company - Intern

- 10% Training: In person and independently online through Litmos. Topics covered are company culture, company history, products overview, privacy & security, Slack, Zoom, customer service
- 90% Departmental Project - Creating a comprehensive database of client information to help identify clients by segment types, sales opportunities by solution across all company divisions, and projecting upside, gaps, issues, among other things. This will be done by:
 - 24% Data gathering from various sources and aggregating into one place
 - 23% Data rationalization and normalization
 - 23% Data modeling in Tableau (we will teach her Tableau)
 - 20% Insights development and final report on opportunities- Culmination of the project that I expect will take about 6 weeks.

Bank Administration - Intern

The Management Services Intern will assist the Branch Management Services team with various assignments including data analysis, vendor analysis, project administration, and ad-hoc reporting.

- Evaluating information gathered from multiple sources while reconciling conflicts
- Collaborating with stakeholders and end-users to analyze information needs
- Developing and maintaining relationships with team members to meet department objectives
- Applying financial principles and techniques to record, classify and analyze complex data
- Assisting with the preparation of reports
- Completing ad-hoc assignments as given

Global Information Company - Research Intern

- Utilize general macro and micro-economic theory to create and modify existing econometric models related to refined product production, demand, and trade data for various countries (primarily the US) to aid fellow analysts with supply/demand analysis and forecasting. (40%)
- Transform quantitative data into clear and compelling qualitative insight. (20%)
- Produce quick-turnaround analysis and research for publications, consulting projects, and client presentations. (20%)

- Contribute to consulting projects as required, researching data, creating spreadsheets and graphics, performing analysis and seeking out peer review of materials to support delivery of high-quality client-specific projects. (10%)
- Aid the research team in responding to research-related questions from clients by working in a highly collaborative fashion; requires learning the roles and expertise of others on research teams, seeking out help from other colleagues, become familiar with our research products and client request procedures. (5%)
- Gain knowledge and skills by actively contributing to the above listed activities, pursuing activities/work in various disciplines, and staying abreast of current/hot topics. (5%)

Corporate Consulting Firm - Intern

- Work Directly with client senior management teams throughout all phases of transaction advisory and execution, in both healthy and distressed situations
- Prepare financial models and analytical support for M&A, restructuring & special situation and transaction opinion deal teams
- Present financial models and detailed analysis to support fairness and solvency option to senior professions during technical review meetings
- Draft situation analyses, pitch materials, information memoranda, management presentations and term sheets in support of M&A assignments
- Perform company, industry, market and competitor research and due diligence
- Ensure quality of client deliverables by having strong attention to detail
- Analyzing credit agreement and related debt agreements to help senior management identify distressed/special situation opportunities

Grocery Company - Intern

- Responsible for meeting deliverables; annual volumes in cases & dollars, sku list, identify potential opportunities to disco or consolidate, meeting notes and follow up documents
- Provide support for category bid process and contract negotiations including consolidation of bids and cost analysis
- Monitoring of inventory transitions and purchases, including review of purchases and order guides for “off-program” items
- Will provide data integrity checks and clean-up activities, including ensuring proper item taxonomy

US Government Agency - Intern

- 10% System Data entry into the various contracting systems
- 10% Provide support for acquisition, planning, solicitation, award and contract administration
- 10% economic analysis of price reasonableness
- 25% compiling acquisitions reports utilizing various acquisition systems such as IAS, PRISM, SAM, FPDSNG, CPARS, etc.
- 15% will be able to assist in meeting and teams regarding the purchasing and utilization process of scientific materials from cradle to grave
- 15% management support and customer service
- 15% other acquisitions duties as assigned by supervisor

Foodservice Company - Intern

- Lead, manage and coach a team of 15-20 drivers and warehouse personnel
- Analyze data pertaining to route efficient and warehouse efficiency
- Develop an employee recognition program to help employees show potential growth throughout the company
- Support all safety programs and food safety compliance to ensure a safe work environment for all associates
- Develop performance goals and objective to achieve customer expectations and ensure accuracy and quality in all Scarmardo deliveries
- Track: number of hours each laborer is working. Goal is to reduce overtime while getting works more productive in the hours worked
- Track: maintenance of warehouse equipment and company vehicles. Analyze which equipment is costing the company the most in repairs and maintenance. Also, come up with something new to reduce operational costs.
- Track: productivity of the operation as a whole. Where are we being productive and what areas need the most attention to better the bottom dollar.
- Scheduling: schedule each drivers with the appropriate time, to ensure customer satisfaction and job productivity
- Assisting the daily operational functions such as quality control, receiving inventory, billing, maintenance, routing, shipping, customer service and food safety.

Transportation Financial Company - Intern

- 40% extracting data from the data warehouse to publish various reporting requests
- 40% summer project – creating/updating appendices for all recurring reporting. This will entail extensive research into our data warehouse and testing of pre-written codes
- 10% assigned reading for personal/career development
- 10% intern program events/assignments created by company officers