Please return completed forms to: greenprocurement@ucsd.edu

Title: Business and Analytics Intern

Location: 10280 Torrey Pines Center South, La Jolla, CA 92037 Suite 345

Internship Description:
Integrated Procure-to-Pay Solutions (IPPS) is comprised of various administrative units supporting a single process aimed at providing goods and services to the university in a timely and cost effective manner. Our mission is to support world class education and research with integrated procure-to-pay solutions and customer care.

The Business and Analytics team helps optimize business performance by analyzing trends, patterns, and enabling strategic objectives. We also develop business process metrics that illustrate how we are doing and drive improvements.

The Intern will participate in an analytics project related to the IPPS organization and its operations. This project will involve collecting, cleansing, analyzing, and visualizing data. Additionally the Intern will aid in presenting results to IPPS Leadership. Past projects have resulted in presentations and articles shared across the CSU/CCC/UC Systems and other higher education procurement organizations.

This is a great opportunity for an intern to gain experience working in an innovative and progressive organization and to experience first-hand what it is like to work in an office environment. This will be an invaluable learning experience. The intern will be able to apply the knowledge and skills obtained during this internship to any industry they choose in the future. At the end of the internship, the intern will:

- Become more proficient in different analytical and data tools (Excel, Tableau, SQL, etc.)
- Learn how to analyze and summarize data effectively
- Have an opportunity to practice public speaking and work in a team environment
- Understand the intricacies, processes, and systems used in the procure-to-pay environment

Number of Students Requested: 1

Name of lead person(s) overseeing the student internship experience: Josh Karpen and Tim Wheeler (Senior Data Analysts)

Integration Plan:
Integrated Procure-to-Pay Solutions Business Summer Internship Experience (BSIE) Proposal – Business and Analytics Intern

The intern will gain basic understanding of the organization and meet with the different business units and leaders. The intern will be working closely with our Analytics team. He or she will participate in all the team meetings, all-staff meetings and events during the internship and will be included in all staff communications.

**Student Prerequisites:**
- Proficiency in Microsoft Office Suite (Excel, Word, Access, PowerPoint, etc.)
- Beginning to intermediate Excel knowledge preferred (formulas, pivot tables, v-Lookups, charts, etc.)
- Internet and technology savvy
- Detail-oriented
- Ability to understand and follow direction and ability to work independently given appropriate guidance and direction
- Familiarity with SQL or computer programming a plus

**Number of hours per week:**
15 to 20 hours

**Relevant links:**  [http://ipps.ucsd.edu](http://ipps.ucsd.edu)