



DIGITAL DATA ANALYST AND SEO INTERN

COMPENSATION: Minimum Wage

HOURS / WEEK: 38-40; hours to be determined

START DATE: June 13, 2022

LENGTH OF INTERNSHIP: 10 Weeks

INTERNSHIP OPPORTUNITY

When you intern for ActOne through the AppleOne Intern-to-Dream program, you will join a team of forward thinkers in our 10-week innovative program that focuses on turning you into a leader in the workplace. We offer unique internal corporate & branch internships in addition to networking opportunities with our leading partners. Our internships come with hands-on projects, virtual workshops, career coaching, orientation, graduation & certification. Many of our past interns have gone on to secure positions with great companies and some have also joined the ActOne Group as internal employees. The AppleOne internship experience is second to none. When you intern with us, you become part of a family that will always be there to guide you throughout your career.

JOB DESCRIPTION

The Digital Data Analyst and SEO Intern's primary role will be to create processes that automate the regular publishing of data analytic reports of cross-platform audience engagement. The use of analytical software and applications will also be determined the intern.

Responsibilities & Duties:

- Designing and maintaining data systems and databases; this includes fixing coding errors and other data-related problems.
- Mining data from primary and secondary sources, then reorganizing said data in a format that can be easily read by either human or machine.
- Using statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts.
- May participate in discovery-related activities in order to outline necessary data alignment.
- Performing audits on system data to ensure correct data alignment.

QUALIFICATIONS

- Technical writing skills
- Analytical and problem-solving skills
- Ability to set and meet deadlines
- Ability to work in high-pressure situations
- Experience with statistical software
- Reporting and data visualization skills
- Excellent attention to detail

KEY QUALIFICATIONS

- Aptitude for researching and presenting in front of an audience
- Highly organized with multiple project assignments
- Ability to work independently as well as in a team environment
- Strong communication (verbal/listening), collaboration, and organizational skills
- Passion to learn and develop new skills continuously
- The ability to build rapport with people from a wide range of backgrounds and cultures; a positive, friendly, and confident personality is ideal
- Customer service experience
- Professional appearance



COMPUTER/SYSTEM SKILLS REQUIREMENTS

- Familiar with Microsoft Office Applications
- Advanced Excel skills (pivot tables, v-lookups, charts, manipulating large data files)
- Working knowledge or proficiency with HTML, CSS, or other languages preferred

TO PARTICIPATE IN APPLEONE'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA

- Applicants must be able to complete the 10-week internship program and attend orientation on Monday, June 13, 2022, and graduation on Friday, August 19, 2022.
- Accepting Seniors and Juniors; Senior interns preferred.
- Applicants must be actively enrolled in an accredited university or college.
- Applicants must be eligible to work in the United States without sponsorship by the company.