

Economic Development and Business Analytics Intern

General Summary

We are seeking a motivated and detail-oriented Economic Development and Business Analytics Intern to join our team. In this role, you will utilize Placer.ai software to analyze aggregate cell phone tracking data, focusing on the Mt. Pleasant business community. Your primary responsibility will be to extract meaningful insights from the data and develop comprehensive reports to aid in decision-making processes. The person in this position will also research economic development incentives and create informational materials to be provided to developers and businesses in the area.

Department: Community Services

Reports To: Community Services Director or Designated Staff Coordinator

Schedule: Flexible, part-time (32 hours/week during semester)

Location: Mt. Pleasant City Hall – Hybrid work arrangements may be available

Essential Job Functions

- Utilize Placer.ai software to access and analyze aggregate cell phone tracking data.
- Extract relevant data points and perform statistical analysis to identify trends and patterns within the Mt. Pleasant business community.
- Develop comprehensive reports outlining key findings, insights, and recommendations based on the analysis.
- Collaborate with cross-functional teams to interpret findings and provide actionable recommendations for business strategies.
- Assist in ad-hoc data analysis tasks and projects as needed.
- Research economic development incentives that are available to the City.
- Create finalized reports, policies, and marketing materials to be distributed to businesses and developers.

Minimum Requirements

Education: Currently enrolled in a bachelor's or master's degree program in Data Science, Statistics, Economics, Business Analytics, or a related field.

Knowledge Of: Business Analytics, Geographic Information Systems (GIS), Statistics

Skilled In: Microsoft Office Suite, especially Word and Excel; experience with collaborative tools (e.g., Google Docs, SharePoint) a plus.

Ability For: Ability to work independently in a fast-paced environment.

Additional Requirements: We are looking for an individual who possesses strong written and verbal communication skills, with the ability to present findings in a clear and concise manner. Strong analytical skills with the ability to interpret complex datasets and extract actionable insights.

Physical and Mental Demands and Work Environment

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to handle, feel, reach, talk, hear, and transport self to meetings; frequently required to sit, stand, move about, and walk; and occasionally climb or balance, stoop, kneel, or crouch. Vision abilities include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus. Must be able to read, write, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the stress associated with the demands of the position. The noise level in the work environment is usually moderate.

Pay Rate

\$16.00 per hour