Analytical Service & Institutional Research
Report Development/Analytical Research Internship
Fall 2019

Analytical Services & Institutional Research

The core mission of Analytical Services & Institutional Research (AS&IR) office at Boston University is to provide timely, accurate, and useful information and analyses to Boston University’s management team to facilitate their decision making about the allocation of resources that support the University’s strategic vision, mission, and goals.

AS&IR works collaboratively with University departments and executive leadership to provide actionable business intelligence. IR seeks to employ best practices in the areas of predictive analysis and historical reporting and strives to provide valuable and precise data.

Position Description

Periodically, students and seniors at Boston University participate in the National Survey of Student Engagement (NSSE). The administration reviews the summary survey results but further in-depth analysis is an area ripe for development. The internship provides an opportunity for creating practical reports in any of the following:

- Presentation of NSSE data to make it accessible to a wider audience via infographics or other visualizations. This could potentially include the development of technical tools and/or dashboards within Microsoft Power BI. (Optional but highly of interest is a candidate with experience with the D3 JavaScript library with respect to data visualizations.)
- Qualitative analysis of the open-ended NSSE questions for key themes regarding best practices and/or areas for improvement.
- Comparative analysis of NSSE data against nationally available data to better understand BU’s position among academic peers.
- Significance testing of NSSE data to highlight areas of differences for review by university administrators.

The exact subjects of analysis are flexible and dependent on areas of interest to the intern.

Responsibilities

The purpose of this internship is to provide students with direct experience in identifying, researching, and analyzing pertinent issues being explored by BU’s academic and administrative leadership. During the internship, the student will complete the following requirements:

- **Project Orientation** – prepare a brief summary of the project background and available research. This will provide a foundation for building the final project and speaking knowledgeably about the topic within the office and during constituent interviews.
- **Constituent Interviews** – As applicable, conduct one-on-one interviews with project stakeholders within the University. This is an opportunity to better understand the administration’s needs so that the student can identify and outline a project proposal for the semester.
• **Project Proposal** – using the primary and secondary research, write a project proposal which outlines project goals and objectives.

• **Resource Training** – additional training in the specific project tools required is encouraged, through both IS&T's scheduled courses and one-on-one training with IR staff.

• **Project Work** – upon project approval, work both independently and with office advisors to complete the final report/presentation.

Upon conclusion of the project, the intern will have developed a solid understanding of a project lifecycle, improved their technical and subject matter knowledge, and strengthened team-building and communication skills.

**Privacy/Confidentiality**

Institutional Research maintains student and employee data in compliance with both Federal and University privacy guidelines. While identifiers will be removed wherever possible on student project data, all information is considered confidential and not for discussion outside of the office. Any breech of this policy will result in dismissal from the internship and a failing grade for the semester.