



Host funded summer interns!

Business Operations Intern

Alternate titles: Business Strategy Intern, Business Administration Intern

Position overview:

A Business Operations Intern should have the opportunity to work on diverse projects and gain hands-on experience in key areas of business operations.

Skills the intern will have:

- **Process Optimization:** Identify opportunities for streamlining processes and contribute to the development of more efficient workflows.
- **Project Coordination:** Assist in project management tasks, including scheduling, task allocation, and progress tracking, to ensure projects are completed on time and within budget.
- **Data Collection:** Gather, validate, and maintain data, both from internal and external sources, ensuring its accuracy and reliability.
- **Data Analysis:** Utilize data analysis tools and techniques to derive actionable insights, trends, and patterns that inform decision-making.
- **Data Insights and KPIs:** Develop a keen understanding of key performance indicators (KPIs) and provide insights based on data analysis to drive informed business decisions.

Expectations:

Interns will work with host companies to determine if work will be done virtually or in-person. Internships will be a maximum of 240-hours total beginning in mid-May at the earliest and ending in September at the latest.

Learn more at sandiegebusiness.org or contact oj@sandiegebusiness.org.