



Job Title: Business Systems and Data Intern
Reports To: Business and Data Analytics
Department: Data, Analytics and Technology
FLSA Code: Non-Exempt
Date Modified: June 2019

Job Purpose

We are seeking a passionate Business Systems and Data Intern to work on the Data Analytics and Technology team at STAG. The candidate will create a low-code business application for STAG's Engineering/Asset Management Team.

The intern will create a Building Systems Management (BSM) application using a suite of low-code development tools to analyze building conditions to be used on mobile devices. The Internship will last 9 weeks with the opportunity to be evaluated for a full-time position.

Duties and Responsibilities

The Intern will build and help populate a Quick Base database of building systems data (including building component inventory, condition ratings, field notes, photos, and more). Then, the Intern will use Microsoft PowerApps, PowerBI, Visio, Flow, Sharepoint, and ArcGIS to create an application that combines building condition, systems, and geospatial data to provide a wholistic view of our properties.

Additional responsibilities:

- Assist with design sessions in prototyping the new system and its functionality for the purpose of enhancing business processes, operations, and information process flow.
- Develop and implement data collection, data visualization, and data transferring systems.
- Collect, validate, and structure data including architectural files, building systems data, lease data, and property condition data.
- Work with end-users to ensure the system solutions satisfies the business requirements
- Act as technical focal point for the business in the presentation of the new systems and applications.
- Identify, analyze, and interpret trends or patterns in data sets.
- Identify and define new process improvement opportunities.
- Prepare necessary paperwork to request draws on the Revolver and assist in determining when and how much to draw.

Qualifications

- BS in Engineering, Computer Science, Economics, Business, or Management.
- Strong knowledge of and experience with excel is required, exposure to computer languages including Python, R, etc. is preferred, and awareness of Microsoft Power BI, Microsoft PowerApps, Microsoft Flow, Microsoft OneDrive, or Quick Base is a plus.
- Experience in real estate or project engineering is a plus.
- The ability to recognize and understand organizational processes.
- Strong analytical and creative problem-solving skills.
- A quick learner and a self-starter, eager to learn new things and take on additional responsibilities.
- Ability to conduct research into systems issues.
- Ability to communicate ideas in both technical and user-friendly language.
- Highly self-motivated with strong critical thinking skills.
- Ability to effectively prioritize and execute tasks.
- Experience working in a team-oriented, collaborative, and customer centric environment.



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Working Conditions

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by company.