

**Say Yes Buffalo Internship Opportunity**  
**Position: Business Process & Data Intelligence Intern**

**ORGANIZATION:** Univera Healthcare

**LOCATION:** 205 Park Club Ln, Buffalo, NY 14221 – **Transportation assistance is available**

The Diversity & Inclusion Summer College Internship Program is a 10-week internship experience that allows Undergraduate Students the opportunity to attend development workshops, network, and be part of our company. Our interns work on meaningful projects, are mentored under their respective managers, and continue to develop throughout the entire summer. In addition, through the internship program, our interns can attend additional development workshops that are focused on key concepts within the divisional tracks of Information Technology, Finance, Actuary, Marketing & Sales, Analytics & Data, Clinical, Human Resources, Strategic Business Programs, etc.

The Diversity & Inclusion Summer Internship Program aims to attract the best and brightest undergraduate students from diverse socioeconomic, cultural and experiential backgrounds. Interns will gain new career experiences and will also have an opportunity to network with and learn from our organization's top leadership.

The mission of our internship program is to foster an environment where diversity and inclusion are explicitly recognized as fundamental parts of our organizational culture. We believe that diversity of thought and background drives innovation which enables us to provide leading-edge healthcare insurance and services. With that mission in mind, our internships provide real business experience for promising students, from all communities, to diversify and strengthen our workforce.

**MORE THAN JUST WORK:**

In addition to real world experience, students participate in learning and development opportunities, such as:

- Social Media & Personal Branding
- Company Culture and you – where do you fit?
- Public speaking, networking, and more!

**OUR COMPANY CULTURE:**

Employees are united by our Lifetime Way Values & Behaviors that include compassion, pride, excellence, innovation and having fun! We aim to be an employer of choice by valuing workforce diversity, innovative thinking, employee development, and by offering competitive compensation and benefits. **This is a paid 10-week summer internship from June 3rd to August 9th (up to 40 hours per week).** Development events are provided to help with the transition from school to the corporate environment.

## **Essential Responsibilities/Accountabilities**

- Working with a mentor, provide support to key optimization projects
- Work assignments and possible responsibilities will vary according to business need and departmental opportunities, in addition to student's qualifications
- Students participating in the internship will be placed into a position within areas of: data analysis and reporting, process improvement initiatives, business process automation, optimization, and strategic solution consultation.
- Existing Quality Office staff professionals will serve as mentors and will provide a valuable experience and insights for the successful intern candidate
- Will have the opportunity to participate in and learn about the production side of the business
- Will have the opportunity to participate in and learn about cross divisional initiatives

## **Minimum Qualifications**

**Our ideal candidate will have experience with Data Analytics**

**Desired majors include: Information Technology, Computer Science, Management Information Systems, Economics, Statistics, or related fields.**

- Say Yes Scholar, enrolled full-time and in good academic standing.
- **Junior or Senior**
- Proficiency in MS word, Excel, Power Point
- Excellent critical thinking and problem solving skills
- Excellent communication skills both verbal and written with the ability to communicate to technical and non-technical audiences
- Ability to work in a fast paced changing environment and deliver high quality work product
- Ability to work well in a team establishing good working relationships with peers
- Strong problem solving, data analysis, project management , and analytical skills
- Ability to multitask and prioritize tasks with a strong attention to detail

## **Physical Requirements**

- Ability to work at computer for two or more hours at a time
- Reasonable accommodations can be made as needed
- Ability to use a phone and/or TTD as needed

**All offers are contingent upon passing a background check and drug testing.**

**To Apply:**

1. Submit resume and cover letter to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org)
2. Once your resume and cover letter are approved, please complete the online application at <https://www.univerahealthcare.com/wps/portal/uv/careers/career-areas/internships>.
3. Contact Say Yes staff at [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org) once your application is complete. **Please note:** Say Yes cannot advocate for you if staff is not made aware of your application!

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In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Equal Opportunity Employer