



Job Description

Job Title: Tech Operations & Analytics Intern –Summer 2026 **FLSA Status:** Non-Exempt
Reports: Senior Business Systems Analyst **Pay Rate:** \$18.00/hour
Department: Technical Operations & Analytics (TOA)

Summary/Overview:

The Technical Operations & Analytics (TOA) Summer Intern will assist members of Access Health CT's TOA department with daily responsibilities and long-term projects and will have the opportunity to interface with other departments in support of their respective business needs. The TOA Intern will have the opportunity to work on a variety of tasks including creating dashboards to monitor project status, reviewing and analyzing data to identify trends or anomalies, developing visualizations of data to assist with business decisions, working with other departments to create and update procedures and workflows. This internship is an ideal opportunity to gain practical, real-world experience in the field of business and data analytics.

The TOA Intern will report to the Senior Business Systems Analyst and Director of TOA.

This internship will run from June 2, 2026 through August 12, 2026 at approximately 30-40 hours per week.

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

The Intern will have exposure to the following duties and responsibilities

- Assist in collecting, reviewing and analyzing operational and business data to identify trends, patterns or anomalies.

- Support the creation of data reports, dashboards and visualizations to help inform business decisions.
- Assist with documenting and updating operating procedures, workflows and manuals.
- Participate in process improvement initiatives by helping identify inefficiencies or gaps in current operations.
- Participate in meetings with internal staff and contribute to discussions and planning.

Qualifications

- Currently pursuing a degree in Data Science, Computer Science, Business Analytics, or a related field entering Junior or Senior year.
- Knowledge of SQL, Tableau or Power BI.
- Familiarity statistical programming languages (e.g., Python).
- Familiarity with Microsoft Office Suite, specifically Excel, SharePoint experience is a plus.
- Strong problem-solving skills and attention to detail.
- Excellent verbal and written communication skills and a willingness to learn.
- Ability to work independently and as part of a team.

Physical Demands: the physical 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.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an office role two days per week on Tuesdays and Wednesday and remote the other three weekdays. In office the noise level in the work environment is usually low. Requires ability to work with precision while meeting deadlines.