



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program
Position Description

UO Finance and Administration Department Name	Data Enablement (<i>previously Institutional Research</i>) A department in the division of Budget, Finance, and Data Analytics
Intern Supervisor Name	Austin Hocker, Director of Data Enablement
Role or Project Title	Classroom Utilization Dashboard Modernization
Modality	In person, with some flexibility for hybrid work
Department Information	The office of Data Enablement supports faculty, staff, and leadership to use data deliberately to support decision making. The Data Enablement team empowers effective data use by delivering trusted data, data tools, and user support. We partner with academic and administrative units to ensure governance and management of data, provide consistent data definitions and access to information, and create data tools for decision support at all levels of the organization.
Position Purpose and Description	The University of Oregon currently produces classroom utilization reports through a largely manual process that relies on Excel-based reporting. While recent improvements have streamlined portions of the workflow, reporting remains time-consuming and difficult to customize for the needs of different campus stakeholders. The goal of this project is to redesign the existing classroom utilization reporting process as an interactive Power BI dashboard that provides self-service access to classroom utilization data for university employees. The dashboard will support decisions related to classroom allocation, space planning, utilization analysis, and future capital investments. The intern in this role will: • Review existing classroom utilization reports, data sources, business rules, and stakeholder requirements. • Document data definitions, calculations, and reporting needs with Campus Planning, the Registrar's Office, and Data Enablement staff.



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	• Develop an automated data model and reporting workflow in Power BI. • Create dashboard visualizations to support analysis by building, room, department, college, room type, and utilization metrics. • Conduct user testing with key stakeholders and incorporate feedback. • Produce documentation for report maintenance, refresh processes, and future enhancements. • Deliver a functional dashboard prototype and recommendations for ongoing development and governance.
Preferred Term Start	Could begin Fall 2026 or Winter 2027
Required Skills <i>You must have these skills to complete the project</i>	Experience working with Excel and structured datasets Basic data analysis and problem-solving skills Strong attention to detail Ability to document processes and requirements Strong written and verbal communication skills Ability to learn new software tools independently
Preferred Skills <i>These skills are nice to have but not required</i>	Experience with Power BI or other data visualization platforms Experience cleaning and transforming data Knowledge of SQL, Power Query, or similar data transformation tools Familiarity with relational data concepts and data modeling Interest in higher education administration, facilities planning, or business intelligence



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Skills/knowledge the student will gain during the term	Dashboard design and development using Power BI Data modeling and transformation techniques Requirements gathering and stakeholder engagement Report automation and business process improvement Data documentation practices Experience supporting operational and strategic decision-making in higher education Understanding of classroom scheduling, space utilization, and campus planning processes Exposure to real-world challenges of building sustainable institutional data products
Other Comments/Questions	This project offers a unique opportunity to work on a highly visible reporting initiative that supports university-wide decision making. The student's work will contribute directly to efforts to modernize reporting, reduce manual workload, improve data quality, and expand access to institutional data. The resulting dashboard is expected to serve stakeholders including Campus Planning, the Committee on Academic Infrastructure (CAI), the Registrar's Office, the Office of the Provost, college leadership, and academic departments. Success will be measured by improvements in reporting efficiency, reduction of manual processing, increased consistency of results, and creation of a sustainable reporting solution that can be refreshed and maintained over time.