Bath Insights Internship – Accommodation Data Audit & Analysis

Department: ResLife
Theme: Data (Dashboards, analysis, data cleaning)

About the role:

This internship will focus on creating a comprehensive audit and analysis of all room types offered in University-managed halls of residence, including up-to-date inventory information about all items provided within a bedroom and where possible, example floor plans. Data will need to be presented in the form of a standardised central record which can be used by multiple stakeholders including the Allocations Team, Operations Team, Marketing Team and ResLife Support Team. The aim of this is to provide students and supporters with clear information about room provision at the point of sale and acceptance, helping improve student satisfaction with accommodation provision. In addition, the intern will help standardise the process of completing room inventories when students arrive in their room in Bath, helping to identify any issues with items provided in a timelier manner.

The intern's work will help improve student satisfaction and support the successful implementation of a new accommodation allocations system.

What you'll do:

- Compile and analyse up-to-date inventory information for all items provided within bedrooms
- Where possible, include example floor plans for each room type
- Present data in the form of a standardised central record that can be used by multiple stakeholders (Allocations Team, Operations Team, Marketing Team, ResLife Support Team)
- Ensure the record supports clear communication of room provision to students and supporters at the point of sale and acceptance
- Help standardise inventory completion processes and identify issues with items more quickly

Why this matters:

The department is currently starting the process of going to tender for a new accommodation allocations system. Having up-to-date and accurate room inventory information is essential as we look to implement a new system. This will enable the potential transition to a new system to be managed successfully, as we will have accurate information to import. Many new software providers now have the option to

have online inventory completion as part of a student's induction and inventory completion is a component of UUK Accommodation Code, so having this built into the online allocations system will mean the university is compliant when the next audit is completed.

Skills you'll develop:

- Data analysis and interpretation of large datasets
- Data cleansing and standardisation for multi-stakeholder use
- Communication and collaboration with different teams
- Understanding compliance and operational processes in accommodation services

Ideal for students who:

- Are detail-oriented and enjoy working with structured data
- Have strong organisational and communication skills
- Want to contribute to improving accommodation services and student satisfaction