



LeadMN Scholarship Database Intern Position

Position Description

Part-time, \$16.50/ hour

500-600 hours from August to May

Position Roles and Responsibilities

As a Scholarship Database Intern, you will play a key role in maintaining and updating our scholarship database. You'll gain valuable experience in database management, research, data entry, and process improvement while working with software tools like AwardSpring and Drupal. This internship offers hands-on exposure to scholarship research, data privacy best practices, website management, and the basics of website management.

This is a unique opportunity to develop critical skills in data management and problem-solving while contributing to a mission-driven organization. By the end of the internship, you'll have a deeper understanding of the scholarship landscape in Minnesota and have built valuable skills for future roles in data management, research, and digital systems

Responsibilities of the LeadMN Scholarship Database Intern:

1. **Database Management:** Assist in maintaining, organizing, and updating large amounts of scholarship data within our internal database systems. Ensure the accuracy, consistency, and completeness of data entries.
2. **Research & Data Entry:** Conduct research on Minnesota-based scholarships and compile the data into our database. Enter scholarship details, eligibility criteria, application deadlines, and other relevant information.
3. **Process Improvement:** Identify opportunities to streamline data entry and management processes, contributing to the continuous improvement of our systems.
4. **Software Familiarity:** Learn and work with AwardSpring and other scholarship management tools to update, track, and maintain scholarship opportunities.
5. **Data Privacy & Security:** Adhere to best practices in data privacy and security, ensuring that all collected data is handled in compliance with industry standards and regulations.

6. **Website Management:** Gain foundational knowledge of website management, assisting with updates and improvements to our platform for better user experience.
7. **Collaboration:** Work closely with both internal teams and external stakeholders (e.g., scholarship providers) to collect, verify, and manage scholarship data.
8. **Problem-Solving:** Develop critical thinking and problem-solving skills by troubleshooting database issues, identifying patterns, and suggesting improvements for greater efficiency.

The rewards and skills you will develop through the position:

1. Receive compensation for your valuable time and contribution to our mission.
2. Develop professional accountability and growth skills.
3. Participate in leadership training and skill-building activities.
4. Apply best practices within a professional setting.
5. Develop technical skills in database management, research, website management, and process improvement.
6. Gain practical experience working with industry-standard software, working closely with stakeholders, and tackling real-world challenges.
7. Contribute to helping students access vital scholarship opportunities, making a tangible difference in their educational journey.

Qualifications

- Currently pursuing a degree in Computer Science, Information Management, Data Science, Business, or a related field at a 2-year Minnesota State Community or Technical College
- Strong attention to detail with the ability to manage large datasets accurately.
- Basic knowledge of database systems and software (experience with AwardSpring is a plus).
- Familiarity with data privacy and security best practices.
- Familiarity with Google Suite or Teams
- Strong research and data entry skills.
- Ability to work independently and as part of a team.
- Excellent organizational, communication, and time management skills.
- Interest in higher education, scholarship opportunities, and process improvement.

About LeadMN

LeadMN (Minnesota State College Student Association), represents over 100,000 students at Minnesota's 48 public technical and two-year college campuses. The association works to ensure accessible, quality, and affordable public higher education while providing representation through leadership development, advocacy, scholarship development and communication across the state.

We have four pillars to our program that helps provide students with skills and confidence that lead to a better sense of self and long-term success. (1) Leadership skills, (2) Empowering leaders, (3) Achieving success, and (4) Driving change.

To Apply

Please submit your resume and a brief cover letter explaining why you're interested in this internship and how your skills align with the responsibilities of the role. You can also include any relevant examples of past work (e.g., research projects, database management, or data organization tasks) to Communications Manager Andrea Tritschler at andrea@leadmn.org.