



LeadMN Scholarship Database Associate Position

Position Description

Hours: Part-time/ contract position from August to May

Compensation: \$18/ hour; 32 hours a month/ 160 hours per semester

Location: Remote/hybrid position

Reports to: Communications Director

Position Roles and Responsibilities

The LeadMN Scholarship Database Associate assists in managing, maintaining, and updating our external scholarship database. This position will also support scholarship research and outreach efforts.

The Scholarship Database Associate will receive leadership training, and gain hands-on experience in data entry, database management, data organization, and privacy best practices while contributing to an important resource for high school and college students.

Responsibilities of the LeadMN Scholarship Database Associate:

- Assist in updating large amounts of scholarship data within our internal database systems
- Add new scholarships into the database and track additions in our internal system
- Ensure the accuracy, consistency, and completeness of data entries.
- Conduct research on Minnesota-based scholarships and compile the data into our database
- Communicate with foundations, colleges, and other scholarship organizations about scholarship deadlines, information, and opportunities
- Identify opportunities to streamline data entry and management processes, contributing to the continuous improvement of our systems.
- Gain experience using a Drupal website
- Attend bi-weekly/ monthly meetings with the Communications Director throughout the academic year
- Adhere to best practices in data privacy and security, ensuring that all collected data is handled in compliance with industry standards and regulations.

- Work closely with both internal teams and external stakeholders to collect, verify, and manage scholarship data.
- Troubleshoot database errors and suggest improvements for greater efficiency.
- Attend LeadMN's Scholarship Celebration in January and present information about the database to an audience
- Attend LeadMN's Incoming Leadership Training session in August at the LeadMN Office in West St. Paul

Skills and Benefits You Will Gain

- Build large scale data entry and editing skills
- Understand website editing and functions as they relate to user experience
- Collaboration with LeadMN Communications Director
- Time-management and project organization
- Research best practices and techniques
- Communication with internal and external stakeholders
- Contribute to helping students access vital scholarship opportunities, making a tangible difference in their educational journey
- Organization of large datasets between programs
- Mileage reimbursement and lodging for required LeadMN events

Qualifications

- Currently enrolled for at least one credit at a 2-year Minnesota State Community or Technical College
- Interest or major in Data Science, Information Management, Computer Science, or related field
- Strong attention to detail with the ability to manage large datasets accurately
- Basic knowledge of data systems or scholarships
- Ability to work independently, meet deadlines, and communicate effectively in a remote or hybrid work environment
- Personal computer and consistent access to internet
- Ability to set consistent working hours each semester with 2 hours a week during Monday – Friday, 9am to 5pm for staff and associate collaboration and communication
- Highly organized with attention to detail
- Personal qualities of integrity, credibility and commitment to remaining non-partisan while carrying out LeadMN work responsibilities
- Experience with website editing or database management preferred

About LeadMN

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four program pillars—Leadership, Empowerment, Success, and Driving Change—provide students with the skills and confidence to achieve long-term personal and professional growth.

To Apply

Complete the application form and attach a resume and cover letter. If you have any work samples you would like to include, please email them to Communications Director Andrea Tritschler at andrea@leadmn.org and include your name and the position.