



# **Data Evaluation Intern**

**TITLE OF POSITION:** Data Evaluation Intern

**PURPOSE OF JOB:** This position is a non-paid internship within the program department of the Denver Scholarship Foundation. The Data Evaluation Intern will support the Assistant Director of Data and Evaluation and the Scholarship Team in delivering clean data for analysis and reporting for the purposes of assessing student success and progression through the postsecondary education process.

**ROLES & RESPONSIBILITIES:**

May include but are not limited to:

- Collect data from different sources, which can include: Denver Public Schools, DSF historical data, National Student Clearinghouse, etc.
- Clean and reformat data using Microsoft Excel to ensure proper symmetry with DSF data standards
- Organize data in different layouts in preparation for the Assistant Director of Data and Evaluation to utilize for analysis
- Critically think through the raw data to ensure quality and alignment with the project request
- Protect student data by following student privacy guidelines set forth by the Denver Scholarship Foundation

**QUALIFICATIONS NEEDED:**

- A passion for the Denver Scholarship Foundation's mission, vision, and values
- Strong interest in working with data and an understanding of how clean data drives all essential components of nonprofit management
- Exceptional attention to detail
- Strong critical thinking and analytical skills
- A positive attitude and a sense of humor
- A keen sense of curiosity
- Comfort with asking questions early on in the training process to fully grasp the task at hand

- A high level of computer proficiency including data management softwares and platforms such as Salesforce
- Reliable, responsible, and punctual

**TIME COMMITMENT:**

- 3 hours a week on a consistent schedule for the duration of the internship period
- 1 semester minimum requirement with an opportunity to continue

**BENEFITS:**

- The opportunity to serve as a part of a team that demonstrates through data Denver Scholarship Foundation's leadership in supporting thousands of students in their journey's to get to and through college.
- Receive mentorship from supervisor, Angrith Na, the Assistant Director of Data & Evaluation. Angrith holds over 10 years of experience in the education and nonprofit sectors, including direct student advising and data and evaluation management.
- Enjoy working within a friendly, equity-focused, and diverse office culture at a growing and reputable organization.
- The opportunity to community build with staff and network with partners, students, and other stakeholders in the field of education as access to available events or opportunities arise.

**PARKING:** Parking at and around the premises remains limited. DSF encourages volunteers to utilize public transportation or find low-cost parking options downtown. Our building is surrounded by metered parking and visitors can often locate two hour free parking nearby.

**CONTACT:** Apply via the volunteer application on the Denver Scholarship Foundation's website, indicating your interest in this specific position. You can find the application at <https://denverscholarship.org/get-involved/>. For any questions, email Caryn Oppenheim, Volunteer Manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org).