



Data and Operations Intern

Enroll Indy is a new organization focused on streamlining the school enrollment process in Indianapolis. Our mission is to help families choose schools that meet their children's needs by providing a one-stop enrollment process, school information that is relevant and easy to understand, and data to inform school improvement in Indianapolis. We believe that all students deserve to go to a great school that meets their unique needs, and we're working toward making this process easier for families.

This summer, we will be finishing the enrollment cycle for the 2018-19 school year, which includes finalizing lottery results in June, and running late enrollment in July. Over the course of the summer, you will learn about the local education system, how our policy was implemented, and how we can use data to improve both our current processes and to inform new strategies.

Roles and Responsibilities

- Work closely with the Manager of Operations and Technology and Data Analyst to finalize Round 3 results and to support the summer enrollment process
- Provide operational support to the enrollment team by building reports and dashboards through Salesforce and Excel
- Develop insights based upon data and suggest system improvements and strategies
- Support the enrollment guides and engage directly with families during our summer enrollment process.
- Research and recommend technology and workflow solutions

Preferred Knowledge, Skills, and Abilities

- Proficient in Excel (especially Pivots, VLOOKUPS, conditional formatting, and charts)
- Comfort with analyzing, managing, and processing large data sets
- Must be a self-starter and able to dive into an assignment with little direction
- Experience with Salesforce or a similar database is a plus
- Superior and demonstrable problem-solving, analytical, and quantitative skills combined with an inquisitive, investigative nature
- Comfortable interacting with families from all walks of life
- Experience with GIS is a plus
- Commitment to finding a quality education for each student in Indianapolis
- Knowledge of Indianapolis' complex education system is a plus

This role will span from June 4th-August 10th, 2018. The role will report to Dan Clerget, Manager of Operations and Technology. If interested, please send a resume and cover letter to Dan Clerget (dan@enrollindy.org). The role will be compensated through a stipend.