Innovate Carolina

Data & Systems Fellows Intern

Job Type: Summer Internship (In-Person Preferred / Remote Eligible)
Location: Junction, 136 E Rosemary St, Suite 100
Employer: UNC Chapel Hill – Office of the Chief Innovation Officer
Job Category: Data / Operations
Hours: 20–40 hrs/week (Full-Time Preferred)
Rate: Tier 4 $15.00–$18.00/hr

Job Description
The UNC Office of the Chief Innovation Officer is standing up the operational infrastructure for a new university partnership program. Behind every great partnership effort is clean data, well-designed systems, and a team that keeps the plumbing working. That's where you come in.

Data & Systems Interns will work directly with the program's operations leads to populate and maintain the database architecture and workflow tooling that powers the partnership program. This includes structuring incoming research from the intelligence team, documenting CRM workflows, and ensuring data integrity across the program's contact and engagement records.

This role is ideal for students who love building things that work—people who get satisfaction from a clean schema, a well-documented process, or a dashboard that actually tells you something useful. You'll work closely with internal stakeholders and have direct visibility into how a major institutional initiative gets operationalized from the ground up.

AI is a hands-on part of this role. Interns will use AI tools to accelerate data cleaning, generate documentation, explore automation opportunities, and prototype lightweight analytical tools—and are expected to build practical intuition for when AI output needs human review.

Responsibilities
- Support the design and maintain the partnership program's contact and engagement database, including data structure, field definitions, and tagging logic.
- Ingest and clean research outputs from the intelligence team; standardize formats and validate records for accuracy.
- Support building and documenting CRM workflows supporting outreach tracking, pipeline staging, and reporting.
- Help create dashboards and summary reports that give leadership real-time visibility into program activity and pipeline health.
- Identify and resolve data quality issues; establish and enforce data governance standards for the team.
- Support integration between research inputs, outreach tools, and reporting outputs as the program scales.

Job Requirements

- Currently enrolled UNC undergraduate or graduate student in good academic standing.
- Proficiency with spreadsheets at an advanced level (pivot tables, VLOOKUP/INDEX-MATCH, data validation).
- Comfort working with structured data and an instinct for data quality and consistency.
- Ability to document processes clearly for non-technical teammates.
- Strong problem-solving orientation — you diagnose before you fix.

Preferred Qualifications

- Experience with CRM platforms (Salesforce).
- Coursework or experience in information science, statistics, computer science, or data analytics.
- Familiarity with basic SQL, Python (pandas), or similar tools for data manipulation.
- Prior experience designing relational databases, building internal tools, or managing operations infrastructure.
- Comfort working across teams and translating between technical and non-technical stakeholders.
- Experience using AI tools for data analysis, code generation, documentation, or workflow automation (e.g., Claude, ChatGPT, GitHub Copilot).

Learning Outcomes

Database design, CRM operations, data governance, workflow automation, business intelligence, operational strategy, applied AI for data systems and productivity.

How to Apply

Complete this brief form along with a sample project that demonstrates your abilities.