



Job Title: Data Entry Intern

Type: Internship

Duration: Fall Semester and Spring Semester

Hours: 5-8 hours per week

Compensation: Stipend will be provided

Job Description:

API DVRP is seeking a detail-oriented and efficient intern to assist with the data transfer process into our new database. We have a wealth of information from physical paper files that must be accurately entered into our digital database. The primary goal of this internship is to ensure a smooth and error-free data transition to support our team's operations.

Responsibilities:

- **Data Entry:** Accurately input data from physical paper files into our digital database.
- **Data Verification:** Verify the accuracy and completeness of the data entered.
- **Organization:** Organize and categorize data entries systematically for easy retrieval and reference.
- **Efficiency:** Work efficiently to meet set data entry targets and deadlines.
- **Documentation:** Maintain clear documentation of the data transfer process, including any issues or discrepancies encountered.
- **Quality Assurance:** Perform quality checks to identify and correct any errors in the data entry.
- **Collaboration:** Collaborate with team members to coordinate efforts and ensure data is entered accurately and consistently.

Qualifications:

- Strong organizational skills with a keen attention to detail.
- Proficiency in using data entry software and tools.
- Self-motivated with the ability to work independently and manage time effectively.
- Excellent communication skills, both written and verbal.
- Ability to work in a team and collaborate effectively with colleagues.
- A commitment to accuracy and data integrity.
- An understanding of data privacy and confidentiality.



How to Apply:

Interested candidates are invited to submit a resume and a brief cover letter explaining their interest in the Data Entry Intern position. Please send your application to hr@dvrp.org by DATE.

DVRP is an equal-opportunity employer. We welcome and encourage diversity in the workplace.