

Role Title: Data Migration and Data Systems Intern

Department: Brock LINC — Centre for Innovation, Commercialization, and Entrepreneurship, Brock University

Reports to: Tamara Jensen, Entrepreneurship Program Manager

Contract Length: 12 weeks, 10 hours per week

Start Date: September 2026 (exact date TBC)

Job Summary:

This role supports a process improvement initiative at the Brock LINC to migrate entrepreneurship program participant and event tracking data from multiple standalone spreadsheets into a centralized Airtable database system. Working under the direction of the Entrepreneurship Program Manager, the intern will build and configure the Airtable base, migrate historical program data, and develop the documentation and training materials needed for ongoing staff use.

The completed system will enable tracking of participant journeys from first point of contact through program completion, to support annual and funder reporting, and reduce manual data amalgamation across Brock LINC's suite of entrepreneurship programs and membership, including Kick-Starting Entrepreneurship, NAVIGATE, Blueprint, LINCubator, and Lab2Market Validate Foundations. The role provides hands-on experience in data systems, process improvement, and higher education program administration in an entrepreneurship and innovation context.

Job Duties:

Onboarding and Project Orientation

- Review all project documentation prepared by the Entrepreneurship Program Manager, including the Airtable schema brief, data entry protocols, and project timeline, and confirm understanding before beginning any build work.
- Familiarize yourself with Brock LINC's entrepreneurship programs (Kick-starting Entrepreneurship, NAVIGATE, Blueprint, LINCubator, Lab2Market Validate Foundations) and membership, including their structure, participant pathways, and current tracking practices.
- Review the existing spreadsheets used for participant and event tracking to understand the current data landscape before beginning migration work.
- Produce a brief written summary of the project scope and your implementation plan to confirm shared understanding with the supervisor before beginning the Airtable build.

Airtable Base Build and Configuration

- Create all tables within the Airtable base as specified in the project schema documentation, including: Contacts, Programs, Enrollments, Events & Workshops, Attendance, and Demographic Details.
- Configure all fields within each table, including field types (text, date, dropdown, checkbox, linked record, lookup), required field settings, and dropdown option lists, following the schema brief exactly.
- Establish all linked record and lookup field relationships between tables to enable participant journey tracking across programs and events.
- Build Airtable Views for each key reporting output as specified by the supervisor, including: Annual Metrics View, Funder Demographic Summary, Program Funnel View, and Participant Journey View.
- Use only fictional or anonymized test records during the build and testing phase; do not enter real participant data until the base has been reviewed and approved by the supervisor.
- Flag any ambiguities, gaps, or conflicts between the schema documentation and what is possible in Airtable, and escalate to the supervisor promptly rather than making independent design decisions.
- Revise and refine the Airtable base based on supervisor feedback following structured review checkpoints before proceeding to the next phase.

Data Cleaning and Migration

- Standardize and clean historical spreadsheet data prior to import, including applying consistent naming conventions, resolving formatting inconsistencies, and identifying missing or incomplete records.
- Migrate historical participant and event records from existing spreadsheets into Airtable for the scope of years determined by the supervisor.
- Identify and flag duplicate participant records for supervisor review to ensure one record per person across programs and events.
- Validate migrated data in batches, cross-referencing against source spreadsheets to confirm accuracy before proceeding.
- Produce a data quality report documenting migration completeness, any records that could not be reconciled, and field-level completion rates across tables.
- Do not migrate demographic data from historical spreadsheets unless explicitly directed by the supervisor following confirmation of applicable consent requirements.

Documentation and Knowledge Transfer

- Draft a plain-language Airtable User Guide for Brock LINC staff, covering how to add and update participant records, log event attendance, link records across tables, and navigate common tasks.
- Create a one-page data entry standards quick reference sheet documenting naming conventions, required fields, approved dropdown values, and common data entry rules.
- Document step-by-step reporting workflows explaining how to generate each key report from Airtable, including the annual metrics summary, funder demographic report, program funnel view, and participant journey view.
- Develop a data quality and system maintenance checklist outlining recurring tasks (e.g., checking for duplicate records, archiving completed cohorts, reviewing dropdown lists) to support ongoing use by staff.
- Revise all documentation based on feedback from the supervisor and from the team training session to ensure materials reflect how the system actually works in practice.
- Provide support to the supervisor during the team training session, including assisting with live demonstrations and responding to staff questions about the system.

Project Management and Communication

- Attend weekly check-in meetings with the supervisor and come prepared with a brief status update, a list of any blockers or questions, and work completed since the previous meeting.
- Manage your own time across the 10 hours per week allocation, prioritizing tasks in alignment with the project timeline and flagging concerns about capacity or scope to the supervisor promptly.
- Maintain clear version control of all documents and files produced, using naming conventions agreed upon with the supervisor.

Professional Development and Reflection

- Engage in regular reflection on skill development throughout the internship, including skills in data organization, process documentation, and working within a post-secondary administration environment.
- Participate in GCEI programming and networking opportunities as available to broaden understanding of non-academic career pathways in higher education, innovation, and entrepreneurship support.

- Produce a final project report at the conclusion of the internship summarizing work completed, key decisions made, challenges encountered, and recommendations for future system maintenance or enhancement.

Qualifications and Assets:

- Currently enrolled in a PhD program at Brock University (required for GCEI eligibility).
- Strong attention to detail and comfort working with data, spreadsheets, or structured information; prior experience with Airtable or similar database/project management tools is an asset but not required.
- Excellent written communication skills, with the ability to produce clear, practical documentation for a non-technical audience.
- Organized and self-directed, with the ability to manage multiple tasks across a structured project timeline with moderate supervision.
- Interest in higher education administration, entrepreneurship ecosystems, or data-driven program management is an asset.
- Demonstrated respect for data privacy and the responsible handling of personal information.