Job Title: Digital Asset Fellow - E3 Susan Dawson Fellowship
Organization: E3 Alliance
Application Due Date: August 25, 2025

Fellowship Overview
The E3 Alliance Susan Dawson Fellowship is a 10-week, paid, hands-on, engaging experience for students to gain insights and exposure to career opportunities in nonprofit education data. Specific projects fall under data research, data visualization and storytelling, or data utilization to improve outcomes.

This rigorous and enriching program integrates **projects, education, and mentoring** for students to envision careers within the education nonprofit sector while developing valuable skills and gaining relevant experience.

The Fellowship includes three educational series:
- Nonprofit Leadership: Opportunities to meet and learn from different nonprofit leaders
- How Nonprofits Work: Insights into nonprofit metrics, policy & advocacy, funding, nonprofit boards
- Professional Development: Networking, Storytelling, Presentation Skills

Fellows are assigned a personal mentor who guides them during the fellowship project, explores career aspirations, and provides networking opportunities.

Project Overview
The Digital Asset Fellow will assist E3 Alliance's Communications Department with organizing, cataloging, and sharing knowledge on better management of a DAM (Digital Asset Manager). This is an ideal opportunity for a student or recent graduate with experience in digital curation, metadata, and/or user-centered design.

The overarching challenge E3 is facing is the need for its employees to be able to find the right asset quickly and efficiently. Tagging and sorting will be part of that work. The Digital Asset Fellow will help perform an audit of our digital asset manager, make recommendations for changes, perform tagging and sorting of assets, and implement the best possible instance of the software. E3 is new to operating a DAM (Digital Asset Manager) and is looking for a Fellow with knowledge of taxonomy, folder structures, and user experience design.

At the end of the 10-week fellowship, the Research Fellow will deliver the following:
- A reorganized and structured version of the current DAM
- A standard operating procedure (SOP) for how to move forward as more items are added to the DAM.

Responsibilities & Compensation
10-week Fellowship
- Complete 200 hours (mentoring, education series, and project work) to receive course credit.
- Complete a data-related project
- Develop and deliver a presentation about the project and fellowship experience
- Work 75% in-person and up to 25% remote

- Fellows receive a *$4,600.00* stipend for their work based on 200 hours.

Qualifications
- Undergraduate or Graduate Student currently enrolled in college or university
- Pursuing an undergraduate or graduate degree in User Experience, Data Science, Business, Marketing, Computer Science, Communications or a related field.
- Undergraduate students should be enrolled in the latter half of their degree program. (Second year for an associate's degree and junior/senior for a bachelor's degree.)

Required Skills

- Knowledge of metadata standards (e.g., IPTC, Dublin Core), digital formats, and media workflows.
- Experience with or interest in digital asset management systems (Air, Canto, Adobe Bridge, or similar).
- Excellent organizational skills and attention to detail.
- Strong communication skills and ability to train or support non-technical users.
- A commitment to education equity and/or interest in the nonprofit/education sector.

Ideal Candidate Skills & Experience

- Strong written and oral communication skills.
- Proficient in Microsoft Office Suite (WORD, EXCEL, PowerPoint) and Google Workspace
- Ability to work independently and collaborate effectively with others
- Proactive and positive attitude
- Demonstrated leadership and time management skills

To Apply
- **Application Due Date:** August 25, 2025
- Submit your application here: **Fellowship Application**
- You will need to include a resume, cover letter, and short essay (prompt below).
- Be sure to utilize the Career Services Department, Writing Center, or other resources at your school to help prepare and proofread your resume, cover letter, and essay.

  Essay Question:
  Describe a topic, idea, or concept you find so engaging that it makes you lose track of time. Why does it captivate you? Essay should be no more than 500 words.

About E3 Alliance
E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Core Values: Collaboration | Data-driven | Equity | Learning | Relentless