



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Data Entry Specialist
Department:	Office of Student Recruitment and Admissions
Reports To:	Associate Director of Admission Operations

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function /Description):

Perform entry level data entry and other administrative duties.

Examples of Duties and Responsibilities:

<p>Entering data into the central database.</p> <p>Open, process and deliver mail.</p> <p>Cataloging data within the appropriate student record.</p> <p>Transferring physical records into the digital filing system.</p> <p>Ensure quality review of records to drive data accuracy.</p> <p>Produce computer generated letters for mailing and for inclusion in admission acceptance packets.</p> <p>Operate various office machines such as fax machine, copier, etc.</p> <p>Assist students and families by providing general information by telephone, mail, email or in person.</p> <p>Assist department members and others in the campus community with administrative support for various projects as needed.</p>
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Knowledge, Skills and Abilities:

<p>Working knowledge of Ellucian (Banner) preferred.</p> <p>Strong computer skills.</p> <p>Data entry or related office experience preferred.</p> <p>Ability to enter data into a computer quickly and accurately.</p> <p>Strong attention to detail.</p> <p>Effective time management skills.</p> <p>Ability to communicate effectively in writing and orally.</p>

Minimum Hiring Standards:

Education	High school diploma or GED
Years of Experience	One year data entry experience preferred

Years of Management/Supervisor Experience	NA
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Data Entry Clerk I

General Description

Performs entry level data entry and clerical duties.

Examples of Duties

Enters data into a computer system from hand_ written or typed copy.
Enters alphabetic, numeric or symbolic data from source documents into computer following established format.
Photocopies and files documents as needed.
Checks details of reports against original copy for accuracy and completeness before entering data into computer.
Compares data with source documents or re-enters information in verification format into computer to detect errors.
Deletes incorrectly entered data and re-enters correct information.
Produces computer generated letters, proofs for accuracy and mails to appropriate person.
Creates and maintains computer files from applications and generates paper copy of file.
Establishes and maintains filing and record keeping systems.
Operates various office machines such as fax machine, copier, etc.
Assists public by providing general information by telephone, mail or in person.
Assists department members with clerical support for various projects as needed.
Maintains stock of office supplies.
May open and deliver mail.

Knowledge, Skills and Abilities

Knowledge of office equipment operation.
Knowledge of general office practices and procedures.
Knowledge of campus policy and procedure preferred.
Knowledge of Business English spelling, abbreviations, and grammar.
Knowledge of computer operation and-software.
Proofreading skills.
Effective time management skills.
Ability to communicate effectively in writing and orally.

Minimum Hiring Standards

High school diploma or GED. Type 30 wpm. Six months data entry experience preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.