

Clark Atlanta University

Job Description

Position Title:	Data Entry/Inventory Control Clerk
Department:	Title III Program Administration
Reports To:	Executive Director of Title III Program
Time and Effort:	100%

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Data Entry/Inventory Control Clerk is responsible for the administration, tracking, control, and accountability of all Title III-funded equipment and property. The position coordinates and implements a comprehensive property management program to ensure compliance with University policies, federal regulations, and U.S. Department of Education requirements governing the acquisition, use, maintenance, transfer, and disposition of grant-funded assets.

The incumbent maintains accurate inventory and property records; conducts physical inventories and asset verifications; monitors equipment accountability; coordinates property tagging and tracking activities; and provides guidance to equipment custodians and project personnel regarding property management requirements. The position works closely with Procurement, Receiving, Finance, Information Technology, Activity Directors, and other University stakeholders to ensure the proper stewardship and documentation of Title III-funded equipment throughout its lifecycle.

The Data Entry/Inventory Control Clerk also serves as a resource to University personnel by providing training and technical assistance on inventory management processes, equipment accountability requirements, and property management policies and procedures.

This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.

Examples of Duties and Responsibilities:

Property and Inventory Management

- Maintain a comprehensive inventory management system for all Title III-funded equipment and property.
- Receive, record, tag, and assign asset identification numbers to newly acquired equipment.
- Establish and maintain accurate property records, including asset descriptions, serial numbers, acquisition dates, funding sources, locations, custodians, and disposition status.
- Monitor and track the movement, transfer, reassignment, and disposal of Title III-funded property.

- Conduct periodic physical inventories and equipment inspections to verify asset location, condition, and accountability.
- Reconcile inventory records with University fixed asset records and financial systems.
- Investigate discrepancies in inventory records and assist in resolving missing, damaged, lost, or stolen property issues.
- Assist with the preparation of documentation required for property transfers, equipment disposals, and grant closeout activities.
- Verify that all Title III-funded equipment is properly tagged, documented, and maintained in accordance with applicable regulations.
- Determine the condition and disposition of end of life and damaged equipment in accordance with University procedures.
- Prepare recurring and special inventory reports to support management decision-making and compliance requirements.
- Maintain current equipment custodian assignments and location records.
- Update inventory databases and asset tracking systems on a timely basis.

Compliance and Accountability

- Ensure compliance with University policies and federal regulations governing grant-funded property and equipment.
- Maintain supporting documentation for audits, inventory reviews, and compliance assessments.
- Participate in internal and external audits by providing inventory records, reports, and supporting documentation.
- Monitor equipment accountability practices and recommend corrective actions when deficiencies are identified.
- Assist with grant closeout activities, including property inventory verification, transfer, and disposition documentation.
- Develop and maintain inventory control procedures, forms, and tracking mechanisms to strengthen asset accountability.
- Identify opportunities to improve inventory management processes and operational effectiveness.

Training and Technical Assistance

- Develop, coordinate, and deliver informative training sessions for Project Directors, equipment custodians, and University personnel on property management policies, inventory procedures, equipment accountability, and applicable federal regulations.
- Create and maintain training materials, user guides, standard operating procedures, and reference documents related to inventory control and property management.
- Provide technical assistance and ongoing support to equipment custodians and departmental personnel regarding inventory management requirements and best practices.
- Communicate inventory procedures, audit requirements, compliance expectations, and equipment responsibilities clearly and effectively to University stakeholders.
- Serve as a resource for questions related to equipment tracking, inventory controls, and property accountability.

Coordination and Administrative Support

- Coordinate regularly with Procurement, Receiving, Finance, Information Technology, and other departments regarding equipment acquisitions, transfers, and inventory records.
- Prepare correspondence, reports, and documentation related to property management and asset accountability.
- Maintain strict confidentiality of sensitive inventory, financial, and institutional information.
- Perform other property management and inventory control duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of inventory control, asset management, recordkeeping, and property accountability principles and practices.
- Knowledge of federal regulations governing grant-funded equipment and property.
- Knowledge of inventory tracking systems and fixed asset management processes.
- Excellent verbal, written, and interpersonal communication skills.
- Strong presentation and facilitation skills with the ability to effectively deliver training to diverse audiences.
- Advanced proficiency in Microsoft Excel, including data analysis, reporting, sorting and filtering, pivot tables, lookup functions, and record reconciliation.
- Proficiency in Microsoft Word, Outlook, and database management applications.
- Ability to maintain accurate inventory records and perform detailed reconciliations.
- Ability to prepare clear, accurate, and professional reports, correspondence, procedures, and training materials.
- Ability to explain inventory and compliance requirements in a clear and user-friendly manner.
- Strong organizational, analytical, and problem-solving skills.
- Exceptional attention to detail and commitment to data accuracy.
- Ability to conduct physical inventory inspections and audits.
- Ability to interpret and apply policies, procedures, and regulatory requirements.
- Ability to establish and maintain effective working relationships with University personnel and equipment custodians.
- Ability to work independently and manage multiple priorities.
- Strong customer service skills and a collaborative approach to supporting stakeholders.
- Ability to maintain confidentiality and exercise sound judgment.

Minimum Hiring Standards

Education	Bachelor's degree in Business Administration, Information Systems, Supply Chain Management, Accounting, Public Administration, or a related field required. An equivalent combination of education and relevant experience may be considered. Master's degree preferred.
Years of Experience Required	A minimum of three (3) to five (5) years of progressively responsible experience in inventory control, property

	management, asset management, database administration, records management, or a related field.
Years of Management/Supervisor Experience	• Experience managing federally funded equipment and property, preferably under U.S. Department of Education grants. • Experience working in a higher education environment. • Experience conducting inventory audits, asset verification, and fixed asset reconciliation. • Experience developing and delivering training programs related to inventory management, property accountability, or compliance. • Experience using Banner, AssetWorks, PeopleSoft, or similar inventory and asset management systems. • Advanced Microsoft Excel skills, including inventory tracking, reconciliation, reporting, and data analysis.
Physical Requirements	Work is performed in both office and campus environments. The position requires prolonged periods of sitting and computer use, as well as regular walking throughout campus to tag equipment items, conduct inventory inspections and asset verification. Occasional lifting, moving, and inspection of equipment weighing up to 25 pounds may be required.

Employee

Date

Manager/Supervisor

Date

Human Resources

Date