

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):

This is work assisting with the coordination of program monitoring and evaluation of Title III Programs. This position provides assistance to both potential and current Title III activities to ensure accountability to University and Federal regulations. Performs a variety of specialized duties; responsible for maintaining and updating identified information within designated Title III Program Administration databases and is responsible for the integrity and accuracy of records in databases. The position will perform research, analysis, interpretation, and documentation in support of the constituent records. He/she works within the guidelines, policies and mission of the organization. Train new users in the proper procedures pertaining to updating the database.

This position has a dual role that is responsible for the coordination, implementation and analysis of a comprehensive program of property control for all Title III activities. The Data Entry/ Inventory Control Clerk works closely with university constituents to maintain records of property owned by the government in accordance with university procedure and government regulations. The Data Entry/ Inventory Control Clerk serves as an inventory manager and ensures accountability of the use of all Title III equipment. This position works with external and internal users to ensure that; 1) equipment is properly documented and maintained, 2) equipment custodians are properly conducting their duties, and 3) responsible Activity Directors are provided feedback on the maintenance of accountability of the equipment issued to their users. This position also conducts extensive inspections and inventories of activities' equipment accounts to determine if they are properly administered. The Data Entry/ Inventory Control Clerk is also responsible for preparing recurring and special reports and maintaining the Title III Program Administration's equipment data base and reconciling assets to the university's general ledger.

Examples of Duties and Responsibilities:

- The position will perform research, analysis, interpretation, and documentation in support of the constituent records
- Phase II Property Review
- Phase II Justification Review
- Development of New Title III Administration Office Property Data Base
- Clean Up of Old Title III Administration Office Property Data Base
- Train new users in the proper procedures pertaining to updating the database.

- Title III Administration Office Property Tagging
- Title III Administration Office Property Inputting
- Title III Administration Office Property Maintenance
- Continuous Process Improvement
- Disseminate Project Information
- Collecting data for the APR and IPR
- Inputting into the APR and IPR System
- Review purchase orders and assign proper Title III tag number for accountability of government acquired property in accordance with government regulation and university policy;
- Prepare property documentation for grant closings, transfers and disposition of identified property;
- Participate in reconciliation of fixed asset property records with the finance department;
- Utilize system tools to manage and communicate property information and establish a property record for Title III Administration and the university, updating information on a daily basis;
- Determine equipment acquisition requirement requirements, product availability and authority to fulfill program obligations;
- Maintain property records reflecting cost, contract numbers, location and other pertinent data required by the Department of Education;
- Participate in the verification of university and government-acquired property inventories and prepare appropriate reports;
- Participates in audits, documents processes and procedures and investigates and reports lost, stolen or damaged property;
- Determine condition for disposal of surplus or obsolete property;
- Coordinate with finance, contracts and grants, purchasing and receiving departments on a regular basis;
- Maintain current distribution list for Title III property and distribute revisions in a timely manner;
- Maintain the strict confidentiality of sensitive information;
- Responsible for observing all laws, regulations and other applicable obligations. Expected to work in a safe manner in accordance with established operating procedures and practices; and
- Assists with the development, preparation and submission of all monitoring reports.
- Provides monitoring and evaluation services of assigned Title III projects.
- Provides technical assistance to assigned Title III projects
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Possess excellent oral and written communication skills.
- Demonstrate an ability to work under pressure.
- Exhibit strong interpersonal skills in working with students, staff and faculty.
- Possess experience in the operation of computers and a general knowledge of manipulating computer programs (i.e. BANNER, Microsoft Word, Excel, PowerPoints)
- Possess excellent organizational and planning skills.
- Experience in data models and reporting packages
- Ability to analyse large datasets
- Ability to write comprehensive reports
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving
- Attention to detail

- Able to understand and follow departmental policies, procedures and regulations.
- Ability to work independently and as part of a team
- Strong computer skills including basic proficiency with Raisers Edge/Microsoft Office programs
- Demonstrated ability to learn new technologies and technical skills
- An understanding of the non-profit, voluntary and social services sector
- Ability to organize and manage multiple tasks and deadlines, and work cooperatively with specified constituents
- Strong analytical and problem solving skills
- Ability to maintain confidentiality and to exhibit good judgment in making independent decisions concurrent with University policy

Minimum Hiring Standards

Education	Undergraduate Bachelor's degree in Business Administration or an appropriate area of specialization; Master's degree preferred
Years of Experience Required	A minimum of 3-5 years of experience of data entry, including demonstrated database management/report querying experience, utilizing web-based applications and other development databases (Banner, File-Maker Pro, Raiser's Edge, etc.), as well as experience in data mining.
Years of Management/Supervisor Experience	

Employee

Date

Manager/Supervisor

Date

Human Resources

Date