POSITION DESCRIPTION

DATA ENTRY SPECIALIST

Division: Admissions   Reports to: Director of Enrollment Operations
Classification: Full-time Staff   Revised: July 27, 2020

Reporting to the Director of Enrollment Operations, the Data Entry Specialist works closely with the Admissions team and is responsible for performing a variety of operational processes and data entry tasks.

RESPONSIBILITIES:
- Candidate must assist perform a variety of complex data entry tasks and retrieval task.
- Ability to enter data into student information system from a variety of sources.
- Aptitude to update, delete and verify accuracy of data.
- Capable of clarifying questionable or incomplete data on source documents.
- Proficiency in performing a variety of data and coding tasks.
- Process Admissions documents, manually logging and cross referencing data entry work as required.
- Perform daily audit tasks as necessary to ensure adherence to data entry and processing standards.
- Work effectively, efficiently and cooperatively as a member of a data entry team.

SUPERVISON RECEIVED:
Direction and general supervision is received from the Director of Enrollment Operations.

MINIMUM QUALIFICATIONS:
- An earned Associate's degree and two or more years' experience preferably in higher education or a combination of education and experience from which comparable knowledge and skills are required.
- Data entry and clerical experience preferred.
- Accurate data entry skills.
- Strong typing, filing, spelling and basic math skills.
- Excellent customer service skills.
- Evidence of strong written and oral communication skills.

- Knowledge of computers including Microsoft Office Suite and CAMS.
- Punctual, responsible and organized.

KNOWLEDGE, SKILLS AND ABILITIES:
- Self-starter, ability to communicate effectively in written and oral form.
- Flexibility and adaptability in an emerging and changing environment.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word-processing, and reporting platforms, as well as online calendaring and email.