

approved

Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 03/10/00

Position Title: Data Entry Clerk I
Must work 10_hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a Data Entry Clerk I in the Admissions Department:

1. Filing/Folder assembly
2. Deliveries
3. Mail processing (incoming and outgoing)
4. Printing of Web Prospects
5. Data Entry (SOAHSCH; SOATEST/SOATEST TRANSCRIPT)
6. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Office errands (i.e. picking up orders, supplies, copying, etc.)
2. Organizing storage area
3. Inventory
4. See that the work place environs are clean

III. Learning Opportunities:

- A. General office skills (i.e. typing, filing)
- B. How to function effectively within a team
- C. Desirable work ethic characteristics
- D. Knowledge about Berea College recruitment and Admissions goals and processes
- E. Through developmental training
- F. Labor meetings

IV. Basic Qualifications:

- A. General: Willingness to learn
- B. Skill: Typing, computer knowledge
- C. Physical: Good
- D. Academic: Student in good standing

V. Desirable Qualifications:

- A. Punctuality/dependability
- B. Positive attitude
- C. Desire to learn

VI. Narrative Summary:

Student was responsible for maintaining the smooth flow of the office. To accomplish that, student processed mail, made deliveries, ran errands, took inventory, and filed. Student's primary task,

however, was entering relevant data into Admission records. In addition, student performed additional tasks as assigned.