

approved

Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 03/10/00

Position Title: Data Entry Clerk II
Must work 12 hrs/wk.

I. Grade Level: 2

II. Description:

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

1. Data entry (SRAQUIK, Nominations, Tasks learned at level 1)
2. Returned Mail
3. Nomination Data Base
4. Process Applications
5. Performs other job-related duties as assigned

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

1. Assist with office errands
2. Outgoing mail assembly
3. Filing/Folder assembly
4. Opening mail/deliveries
5. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Higher levels of team skills
- B. Role modeling
- C. Developmental training
- D. Labor meetings
- E. Broadening the scope of data processing skills

IV. Basic Qualifications:

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

V. Desirable Qualifications:

- A. Initiative
- B. Communication skills
- C. Desire to learn

VI. Narrative Summary:

Student was responsible for maintaining the smooth flow of the office. To accomplish that, student processed mail and applications, 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.