

approved

Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 03/10/00

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

I. Grade Level: 3

II. Description:

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

1. Processing (SOAPCOL, SAADCRV, SUAMAIL, Check Sheets; Tasks learned at levels 1 and 2)
2. Data Clean-up
3. Router
4. Time Cards
5. Performs other job-related duties as assigned.

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

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

III. Learning Opportunities:

- A. Higher levels of team skills
- B. Role modeling
- C. Leadership 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.** Well rounded knowledge of concepts
- B.** Motivational skills
- C.** Team skills

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, took care of time cards, and filed. Student's primary task, however, was entering relevant data into Admission records and cleaning data up. In addition, student performed additional tasks as assigned.