

approved

Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 10/03/00

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

I. Grade Level: 3

II. Description:

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

1. Processing (SOASUSP, Tasks learned at levels 1, 2, and 3)
2. Quality control checks
3. Determinator
4. Payroll
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. 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. Mentoring skills
- B. Problem solving
- C. Prioritizing 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, filed, took care of payroll and quality control checks. Student's primary task, however, was entering relevant data into Admission records and cleaning data up. In addition, student performed additional tasks as assigned.