

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Convocation**

Most Recently Updated 02/25/99

Position Title: Student Data Entry Clerk  
Must work 10 hrs/wk.

**I. Grade Level: 1-2**

**II. Description:**

**A.** The following are the essential duties for a Data Entry Clerk in Convocations:

1. Enter data from convocation cards, using Banner computer system forms.
2. Sort and reconcile number of cards with number of IDs entered.
3. Enter and maintain data for budgeting purposes using Excel.
4. Performs other job-related duties as assigned.
5. See that the workplace and environs are clean.

**B.** The following are *possible additional* duties for this position:  
There are no duties beyond the essential ones described above.

**III. Learning Opportunities:**

- A.** If Grade 1, will develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, will develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** Learn to use the Banner computer system.
- D.** Word processing and database management.
- E.** Learning the processes of confidentiality.

**IV. Basic Qualifications:**

- A.** General: none.
- B.** Skill: none.
- C.** Physical: none.
- D.** Academic: none.

**V. Desirable Qualifications:**

- A.** Computer skills, preferably word processing and database management.

**VI. Narrative Summary:**

Student entered data on hundreds of individuals into main College database system, reconciled hard copy data with computerized records, and entered information on computerized budgetary forms.

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