Data Entry Operator

Job Code 00007094

General Description
Responsible for coding, entering and retrieving of information via computer terminal.

Examples of Duties
- Process applications, test scores, holds, high school and college/university code numbers, social security numbers.
- Process ACT or SAT test tapes.
- Send correspondence to incomplete applicants to inform them of missing credentials.
- Create new donor databases.
- Perform list processing for phone-a-thon acknowledgements.
- Create/revise billing records.
- Create/update records of proposals submitted to philanthropic foundations.
- Create/maintain Alumni records in database.
- Create/enter pledge and gift batches.
- Record grade changes and add correspondence and extension grades to student transcripts.
- Update biographical information into donor records.
- Reconcile and proof batch entry process.
- Delete information from transcripts.
- Develop student profile for degree candidates.
- Process student drops and distribute drop verifications to appropriate department.
- Prepare for grade processing by distributing and collecting rosters.
- Enter and verify grades.
- Enter/update student data.
- Prepare, distribute and verify departmental class rosters.
- Assist students with registration and schedule changes.
- Answer switchboard, take messages and transfer calls.
- Assistant on telephone bank.
- Request and deliver student directories.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: CRT; University policies and procedures; computer software; Alumni Development Information Systems.
**Skill in:** Answering phone courteously; working effectively and courteously with faculty, staff/students, and general public; identifying new information to update in database from forms; prioritizing workload.

**Ability to:** Understand and explain policies and procedures; review simple logs and time sheets; understand written job instructions or documents; understand forms and student data changes; prepare verifications of enrollment, take telephone messages, prepare simple logs and time sheets; prepare reports, letters and other correspondence; perform basic math; manage a multi-lined phone.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**