

## **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**