Job Title: Data Entry Specialist

Job Code: 61831

JOB SUMMARY

The Data Entry Specialist is responsible for entering data into a variety of formats and computer programs and generating documents and reports requiring program area knowledge.

MAJOR DUTIES

- Enters data from forms, records and/or reports using student information database software;
- Prints and distributes reports that are required by the technical college, TCSG, Management Information System and federal agencies;
- Processes transcript requests;
- Maintains a record-keeping and filing system for all students;
- Updates Student Information Database validation tables;
- Identifies training needs, providing guidance and training as needed;
- Assists with the design and execution of special events, projects and activities;
- Assists with registration functions;
- Performs various general clerical duties as needed;
- Directs and supervises clerical interns and/or work study students assigned to the department.

COMPETENCIES

- Skill in the use of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- Associates degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

The preferred qualifications may vary from location to location.