

Work Study Job Description

Job Title: Data Entry Assistant

Department Name: Student Services

Hiring Supervisor: Kelley Lewis

Hiring Supervisor's Email: kelleylewis@scuhs.edu

Rate of Pay: \$18.00/hour

Average number of Work Hours per Week: 10-20

Location: Library

Number of Positions Requested: 1

Job Description and Minimum Qualifications

Description:

Alumni Services is seeking a data entry student worker to assist with managing alumni profiles in electronic data base.
*Data entry into alumni services database
*Editing information in alumni services database
*Managing spreadsheets with alumni profile information
*Emails and phone calls to alumni to ensure accuracy of data in database

Minimum Job Qualifications

- *Understanding basic data entry
- *Excel
- *Phone and email skills

Job Duties and Responsibilities

10-20 hours per week, managing alumni database ensuring accuracy of each alumni profile and reaching out to alumni to request information.

Educational Benefits/Learning Outcomes

*Training on how to use a CRM system

Other requirements

None noted.

To apply for this position, send your resume to: kelleylewis@scuhs.edu

SCU reserves the right to change the duties of the job description at any time.

SCU provides equal opportunity for all qualified applicants and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.