



NAME OF THE POSITION: Federal Work Study- Records Assistant (Data Entry Coordinator)

CLASSIFICATION: Federal Work-Study

EMPLOYER: Charles R. Drew University

DEPARTMENT: Records and Registration

LOCATION: Student Center

WORK HOURS: 20 HOURS A WEEK

RATE OF PAY: \$ 20

SUPERVISOR: Anjaila Van Ostrand –Assistant Registrar/ Raquel Munoz - Registrar

CONTACT INFO: registrar@cdrewu.edu , anjailavanostrand@cdrewu.edu or 323.563.4856 raquelmunoz@cdrewu.edu or 323.563.3631

Under strict supervision and according to detailed procedures and methods, the Office Assistant/Data Entry will assist students and enter/maintain data in PowerCampus student information service system as directed:

Essential Duties and Responsibilities:

- Assist students with registration, questions and assistance with forms
- Transcript and education verification processing
- Maintain records, check data and prepare standard reports
- Maintain records and source documents in an orderly manner for data input and audit purposes.
- May create correspondence, data control logs, and may assist with routine clerical work as workload permits.
- Follow up on specific inquiries and/or collect information from others regarding a project or activity.

Other Duties and Responsibilities:

- May perform other related duties as assigned:
- Assists with organization of office.
- Maintains and assists with the ordering office supplies.
- Assists with copying, filing, printing, distribution and mail.
- Assists with front office responsibilities when Office Staff is out of the office including answering telephones, routing telephone calls and responding to general telephone inquiries.

EDUCATION/ EXPERIENCE:

- Associates Degree or equivalent required; and/or equivalent of combine education and experience in the related field.
- One year directly related experience.

KNOWLEDGE/ABILITIES/SKILLS:

- Previous Data Entry experience with typing speed of at least 50 words per minute.
- Ability to follow verbal and written instructions.
- Ability to learn and operate other software.
- Excellent interpersonal skills.
- Strong proficiency in Microsoft Office Word and Excel.
- Advanced word-processing, spreadsheet and data entry skills.
- Excellent oral and written communication skills; excellent telephone manner.
- Extremely detail-oriented; strong organizational skills.

COMPLEXITY:

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous inquiries is paramount to success in this position.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasional stooping. Frequent standing. Constant walking, sitting, climbing, reaching high/low levels, finger movement, feeling, speaking clearly, hearing conversationally, and seeing far and near.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasionally required to work in confined space.

MENTAL DEMANDS:

- The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequent work on a variety of unrelated tasks. Constant calculating interrupted work, work on a variety of interrelated tasks, and use of sustained concentration, reasoning, judgment, resourcefulness, analytical ability, and ingenuity.

SPECIAL REQUIREMENTS:

- Ability to work effectively with a diverse community.
- Strict adherence to confidentiality.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I understand that CDU at its sole discretion may change this description or any of its components at any time.

Supervisor: _____ Date: _____

Contact: _____

Employee: _____ Date: _____