



Savannah State University Position Description – Data Entry Clerk II

POSITION DESCRIPTION

Position Title: Data Entry Clerk II FLSA Status: Nonexempt
Reports to: Associate Director of Admissions
Department: Admissions
Date Prepared: June 2003

BASIC FUNCTION

This position inputs all data for potential students. In addition, duties include collecting information and creating a permanent record for each student applying for undergraduate admissions to SSU. (This does not exclude second degree seeking students and teacher certification students enrolled in the Pathways to Teaching program.)

NATURE & SCOPE

Reporting to the Associate Director of Admissions, the primary focus of this position is entering important data correctly.

In addition duties include collecting information and creating a permanent record for each student applying for undergraduate admissions to SSU. This does not exclude second degree seeking students and teacher certification students enrolled in the Pathways to Teaching program.

This position also on occasion will advise prospective students and will perform other office related duties that may be assigned by the incumbent's supervisor.

PRINCIPAL ACCOUNTABILITIES

- Inputs data accurately and expeditiously for all interested applicants.
- Completes files by matching the data received to existing documents.
- Codes and maintains Student Information Report (SIR).
- Advises prospective students.
- Performs other office related duties as assigned by supervisor.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.