



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/15
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Data Entry Operator II

JOB SUMMARY

Performs routine clerical work, which includes the maintenance of documentation and recordkeeping. Primary responsibility entails data entry and maintenance into student data bases. Coordinates and updates data for publication mailings. Serves as a primary source for responding to Admission's calls and emails. Additional responsibilities may entail a variety of clerical tasks such as basic bookkeeping, coding, filing, and verifying. Work is performed according to established routines under close supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Admissions

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Accesses and inputs data in all TWU systems using a personal computer.
- Provides custody and maintenance of documentation for functional area.
- Coordinates downloads for prospect mailing sequence.
- Verifies information for accuracy and completeness.
- Assists with annual update to mailing filters.
- Services as primary resource for Admission's Office phone line and email.
- Coordinates Admission's Office email inquiries.

ADDITIONAL DUTIES

- Assists with office coverage during 1st Saturday campus visits.

- Assists with campus Open House events.
- Provides front desk coverage when needed.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years of clerical experience, preferably with an emphasis on data entry and computer technology skills.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Computer knowledge and skills as related to data entry, downloads, etc.
- Organizational skills to maintain publication mailing data.
- Working knowledge of office practices and methods.
- Ability to perform functions using accounting/imaging software.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.