



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 05/15  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Data Entry Operator I

### ***JOB SUMMARY***

Performs routine clerical work, which includes the maintenance of documentation and recordkeeping. Primary responsibility entails data entry and maintenance into data bases. Other responsibilities include but not limited to a variety of clerical tasks such as coding, filing, and verifying, answering telephone and routing calls. Performs sedentary work involving the operation of a personal computer or mainframe terminal. Duties involve repetitive work in the transcription of alphabetical/numerical data from a source document into a computer readable format which provides the basis for a variety of statistical records and reports. Work is performed under close supervision with job performance based upon accuracy and adequacy of output and adherence to established procedures. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Department Head or Supervisor

*Supervises:* No supervisory responsibilities

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

- Performs data entry and maintenance into data base.
- Performs clerical tasks such as coding, filing and verifying.
- Operates data terminals in the processing of various information.
- Enters data from source document.
- Answers telephone and routes calls.
- Maintains batch information.
- Performs routine clerical duties in preparing data to be processed and entering data, including arithmetical calculations and memorization of codes.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required.

**EXPERIENCE**

Six months 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.***