

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Mail Processor and Data Entry
Admissions
Luce Admission Office
CRM Coordinator
Academic Year
7.25
Mailings, Data Entry, Product Assembly

**Principal Duties
and Responsibilities**

Responsible for assembling mailings. Data input into Slate. Must be detailed oriented and have good data entry skills.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Ability to communicate effectively, interact professionally, maintain confidentiality in a variety of situations.

Expectations

Minimum of 5 hours per week.

Working Conditions

Work in a shared congested office space as well as time spent working independently.

Other

Employees may be required to perform other job-related duties as assigned. All requirements and processes are subject to change over time.

