

University of Houston – Clear Lake

Position Description

Job Title: **Data Entry Clerk**

Job Code: **5308**

Pay Grade: **050**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|--|---|
| Education | High school diploma or GED. | |
| Experience | One year customer service and data entry experience with automated system. | Related experience in higher education environment and/or state agency. |
| License/Certification | | |

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Data Entry Clerk will enter students in PeopleSoft and track them by various coding. Prepare letters, reports and mailings. Sort and distribute incoming mail. Act as mailroom liaison and coordinate bulk mailing or other large mailings.

| Duties and responsibilities | % Time |
|---|--------|
| Enter requests into People soft from multiple sources including but not limited to email, phone, fax, mail, events and academic departments; Prepares domestic and international mailings to prospective students such as application packets, catalogs, etc.; Prepares mailings to universities, corporations, libraries and organizations that request information about the admissions process and various programs. | 60 |
| Generates letters in People soft on behalf of the academic departments, Distance Education, and Admissions to prospective students. | 20 |
| Track prospective students by specific coding in PeopleSoft and generating monthly reports in PeopleSoft. | 10 |
| Sorts and distributes incoming mail to Admissions, monitors postal costs and regulations and informs supervisor of any changes; Acts as liaison with the university mailroom and coordinates bulk mailing or other large mailings. | 10 |

This position description describes the general qualifications, duties and responsibilities of work being performed.