University of Houston – Clear Lake
Position Description

Job Title: **Lead Data Entry Clerk**

Job Code: **5309**   Pay Grade: **060**   FSLA: **NE**

Location: **UHCL**   Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Two years customer service experience 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 Lead Data Entry Clerk will coordinate and oversee the day-to-day operations of the Data Entry Clerks and the Telecounselors. The duties include developing the schedule of Telecounselor calls and running the appropriate queries to give to them to call. Making sure letters and mail-outs are accomplished according to a developed scheduled for the Data Entry Clerks, and ensuring that data entry is entered into PeopleSoft in a timely manner. The Lead Data Entry Clerk will also 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
Coordinate and oversee operation of Telecounselors and Data Entry Clerks. Develops a schedule of calls, runs queries and disseminates to Telecounselors. Submits a weekly report of calls to Associate Director of Admissions. Follows up on problem students. Develops and coordinates implementation of mailing calendar. Ensures material is updated each semester and quality controls are implemented for all mailouts.	60
Enter requests into PeopleSoft from multiple sources including but not limited to email, phone, fax, mail, events and academic departments. Prepares domestic and international mailings such as application packets, catalogs, etc. Prepares mailings to universities, corporations, libraries and organizations that request information about the admissions process and various programs.	20
Generates letters in PeopleSoft on behalf of the academic departments, Distance Education, and Admissions.	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.