

University of Houston – Clear Lake

Position Description

Job Title: **Supervisor , Admissions Data Entry**

Job Code: **5322**

Pay Grade: **120** FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED. Specialized training acquired through up to 12 months of education or training beyond the high school level.	
Experience	Two years customer service experience and data entry experience with automated system; one year supervisory experience.	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

Supervises Data Entry Clerks, Telecounselors, front counter and Mail Clerk. 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 schedule for the Data Entry Clerks, and ensuring that data entry is entered into PeopleSoft in a timely manner. 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
Supervises Data Entry Clerks, Telecounselors, front counter and Mail Clerk. 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 schedule for the Data Entry Clerks, and ensuring that data entry is entered into PeopleSoft in a timely manner. 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.	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. Other duties as assigned.	10

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

Testing Requirements: Spelling, grammar, typing and data entry.