

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Data Entry Coordinator	SALARY GRADE:	HU-10
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2709	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to establish and maintain organized, accurate, and secure data files.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students both within the department and University-wide.

PRINCIPAL ACCOUNTABILITIES: May coordinate, monitor or supervise the activities of subordinates.

Confer with and advise staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation; refer to appropriate department person when unable to respond.

Provides primary daily supervision of Senior Data Entry Clerks.

Assists with the administrative functions and communications related to data entry file establishment and maintenance.

Oversees the daily filing of active and inactive data records.

Maintains central file policies and procedures for department, in accordance with federal, state and institutional record retention guidelines.

Provide recommendations regarding file management system improvements.

Responds verbally and in writing to inquiries regarding file location, contents and availability for review.

Conducts periodic file audits to locate and re-file documents or files not located. Conducts annual and periodic file purging of all department recipients.

Perform other job-related duties as assigned.

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CORE COMPETENCIES: Knowledge of issues pertaining to area of assignment.
Knowledge of budgeting and accounting principles.
Knowledge of organizational practices.
Knowledge of supervisory practices and principles.
Skill in organizing work of self and others.
Ability to effectively communicate.
Ability to work effectively with people from a variety of culturally diverse backgrounds.

MINIMUM REQUIREMENTS: Bachelor's Degree and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management