

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Data Entry Technician	SALARY GRADE:	HU-06
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2711	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: Operates keyboard or other data entry device to enter data and/or reject data into the computer.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include vendors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Enters alphabetic, numeric, or symbolic data from source documents into computer following appropriate format.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Deletes incorrect data, and re-enters correct data.
- Researches and documents undistributed/unidentified data and inquiries regarding data.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Keeps record of work completed.
- Maintains knowledge of and complies with established policies and procedures.
- Participates in professional development activities.
- Attends required meetings.
- Assists with MIS functions to include but not limited to producing statements, reports, and computer operations.
- Performs related work as required.

