

DATA ENTRY TECHNICIAN

DEFINITION

Responsible for the accuracy of the student record's database which includes all aspects of the college's computerized admissions, records, and student registration computerized systems. Operate various types of data entry equipment.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Assistant Director, Admissions and Records or the Dean of Admissions and Records.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Inputs all student admission application and checks for errors on source documents for the admission and registration process, and prepares batch processing of file updates.

Researches and analyzes all enrollment discrepancies including prerequisite blocking during STARS; time conflicts, duplicate requests; and fee payment problems.

Responsible for identifying problems in databases maintained by other areas, such as Instruction Office (class schedule master and dictionary) to see if related data creates problems for students in the registration process.

Responsible for coordinating with Data Processing to implement Touchtone Registration (STARS) each semester; preparing an accurate student database, testing new enhancements, problem solving each day during the touchtone process period.

Responsible for deleting a non-paying student after STARS fee deadlines, working closely with Data Processing, Student Fees Office, Financial Aid and the International Student Office.

Serves as a liaison between Admissions and Records, faculty, staff, student, on requirements and procedures needed for the college community.

Assembles, distributes, scans, processes, and maintains census materials for audit purposes by the State Department of Finance.

Assists the Senior Admissions and Records Clerk with loading grades, making adjustment to the student files for adds, drops, missing grades, etc.

Assists in the design of Data Forms and development of new programs and changes to existing programs.

Inputs information to produce and print various rosters for staff and instructors on request.

Works with Data Processing in the design of new computer systems and modifications.

Participates in the campus-wide Computer Coordinating Committee to define/develop policies and procedures for campus-wide use.

EXAMPLES OF DUTIES (continued)

Trains and assist all Admission classified and part-time staff in the use and operation of the computer equipment and in-house programs and to use credit card payment process.

Provides work direction to part-time registration worker assigned to perform data entry.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Admissions and Records procedures and policies.

Principles, practice, and techniques in the operation of various types of data entry equipment.

State and Glendale College District regulations and policies.

Ability to:

Operate visual display data entry equipment with speed and accuracy.

Follow established data entry program procedures and adjust to frequent program changes.

Research and solve problems.

Apply codes to statistical and financial data.

Make simple computations.

Understand and carry out oral and written directions.

Work cooperatively with those contacted in the course of work.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university or equivalent in the subject area of assignment.

Two years of increasingly responsible experience with on-line administrative computer systems.

PHYSICAL REQUIREMENTS:

Ability to sit and enter data for long periods of time. Ability to verify data on-line.