

**WILLIAM JEWELL COLLEGE**  
**POSITION VACANCY**  
**August 13, 2019**

**\* Must be work study eligible.**

**Department:** Office of Admission – Data Management

**Contact:** Naomi Prusha - prushan@william.jewell.edu

**Position Title:** Data Entry Assistant

**Hours:** Monday – Friday, between 9:00am – 4:00pm

**Summary:** Assist in data entry of applicant information, filing, and other projects as needed.

**Duties and Responsibilities**

1. Work 10 hours per week.
2. Assist in data entry of applications and prospect information.
3. Assist in data entry projects.
4. Scan documents and files into Etrieve.
5. File applications and other mail received.
6. Stuff packets of information for outgoing correspondence.
7. Assist in preparation of outgoing correspondence.
8. Stock shelves with materials.
9. Be available to cover the phones at the front desk.
10. Assist with other duties as assigned by the Data Management Coordinator.
11. Promote the Mission, Promise, Values and Vision of the College.

**Knowledge, Skills and Abilities**

Superior organizational skills and attention to detail  
Working knowledge of Microsoft Office, Excel, and Access  
Ability to work well with others in the office and the college community  
Success with multi-tasking

**Working Conditions**

Normal office environment