Data Entry
Technician/Research
Advancement Services

2023-2024

**Duties/Responsibilities:** The position is responsible for entering and updating constituent biographical information accurately into the college’s alumni database. This will entail a learning curve of forms and processes as well as memorizing rules and format style specific to the database. The position may require research and analysis of data before input depending upon the project. The position will be assigned unique data projects which can be repetitive in nature.

**Qualifications:** The candidate must be comfortable with learning a new system (Banner) and rules. Accuracy and attention to detail a must. The candidate is responsible for exercising caution/confidentiality in dissemination of information.

**Start date:** Fall 2023 and spring 2024 after review of fall performance with potential for summer work

**End date:** May 10, 2024

**Work Schedule:** Monday - Friday

**Hours Per Week:** Up to 8

**Starting pay rate:** $16.78/hour

To apply, please submit student employment application to mko@oxy.edu