Data Entry Technician/Research
Advancement Services/Institutional Advancement

Spring 2021

Duties/Responsibilities:

The position is responsible for entering and updating constituent biographical information accurately into the college’s alumni database. This will entail learning 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. The position will be assigned unique data projects which can be repetitive in nature. The candidate will be trained on the system.

Position Requirements/Preferences: (Specific computer skills/software; course completion, dress requirements, etc.):

- Accuracy and attention to detail with adherence to mutually agreed upon schedule.
- Dress requirements: N/A.
- Position requires the use of a computer or laptop for the entire shift.
- Because of the highly confidential nature of information, must be responsible and exercise caution in dissemination of information. Candidate will be required to sign a confidentiality form.

Start/End Date: Spring semester with opportunity for continued work into the summer and thereafter. (Note: New candidates will be evaluated at the end of their first semester worked and thereafter as necessary.)

Work Schedule: Weekdays between the hours of 8am-5pm with flexibility due to varying time zones

Work Location: Remote

Hours Per Week: Up to 8 hours per week during semester

Starting pay rate: $15.00
Please submit application to mko@oxy.edu and cmilki@oxy.edu