



Data Entry Technician/Research *Advancement Services*

Spring 2023-Summer 2023

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 must be responsible in exercising caution in dissemination of information.

Start date: Spring Semester 2023

End date: 08/19/2023

Work Schedule: Monday - Friday

Hours Per Week: Up to 8

Starting pay rate: \$16.04

To apply, please submit student employment [application](#) to mko@oxy.edu