DUTIES/RESPONSIBILITIES:

- Conduct web research
- Verify and clean up large data sets
- Perform data entry and code constituent records in Banner and Reeher databases
- Assist with other office tasks as needed

QUALIFICATIONS/PREFERENCES:

- Familiarity with Microsoft Excel and ease working with large data sets
- Will need to pay critical attention to detail
- Willingness to perform routine data entry procedures and administrative tasks
- Must have strong writing and research skills
- Can learn and operate new software and databases with ease
- A professional demeanor, reliable and well organized
- Some knowledge of fundraising preferred but not required

Start Date: 8/19/2019
End Date: Varies
Work Schedule: Monday – Friday 9:00 a.m – 5 p.m. (Not to exceed 10 hours per week)
Starting Pay Rate: $14.25/hour
To apply, please submit student employment application to: Danielle Brown at dbrown2@oxy.edu