

MANUAL		SECTION			NUMBER 1
Student Employment Office Office of Student Financial Aid		Student Job Description			PAGE 1 / 1
SUBJECT		RANK	GROUP	CBC	REVISED 07/05
Data Entry Aide		x312	II		PHYSICAL

DEFINITION:

Under limited supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Prepares keypunching and verifies operations.
- (b) Inputs via keyboard.
- (c) Prepares program cards as assigned.
- (d) Performs related clerical work.
- (e) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Six months of experience in the area of data entry; enrollment in or completion of keyboarding course.

QUALIFICATIONS FOR STARTING AT STEP B:

One year of experience in the area of data entry or six months experience plus completion of keyboarding course.