

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT <i>Data Entry Aide</i>	RANK x312	GROUP II	CBC	PHYSICAL

DEFINITION:

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

- (a) Enters data using Microsoft Office.
- (b) Performs other related clerical duties.
- (c) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Six (6) months of experience in data entry.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of experience in data entry.