

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Data Entry Aide	RANK x312	GROUP II

DEFINITION:

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

- (a) Inputs data using Microsoft Office.
- (b) Completes additional clerical tasks as needed.
- (c) Carries out additional tasks as needed.

BASIC QUALIFICATIONS:

Six (6) months of experience in data entry.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of experience in data entry.

LEARNING OUTCOMES*:

- Establish, maintain, and leverage relationships with people who can help one professionally.
- Seek and embrace development opportunities.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Keep an open mind to diverse ideas and new ways of thinking.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Consistently meet or exceed goals and expectations.
- Be accountable for individual and team responsibilities and deliverables.
- Navigate change and be open to learning new technologies.
- Use technology to improve the efficiency and productivity of their work.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).