



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Data Entry Specialist</i>	EEOC Job Classification	Administrative Support Worker
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8810 – Clerical
Reports To:	Office Manager	Compensation	\$18.00 - \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by performing data entry, verification, and editing under general supervision. Provides reports on data entered. Resolves problems and inconsistencies with data and performs limited data analysis.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Input and retrieve alphabetical and numerical information in prescribed format.
- Balance batches and reconcile errors.
- Verify input data to ensure accuracy of completed work.
- Scan and edit for errors during processing.
- Cross reference data to ensure accuracy and completeness.
- Recognize problems in source documents and call to the attention of supervisor or designated user liaison.
- Perform data audits and update or correct as needed.
- Ensure strict confidentiality of client records.
- Perform other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least one-year experience in a data entry role for an institution of higher education.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected for this position.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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