

**Data Entry Operator I (Temporary Position)  
Kean University**

Direct Link: <https://www.AcademicKeys.com/r?job=130805>

Downloaded On: Dec. 15, 2019 11:22am

Posted Oct. 4, 2019, set to expire Feb. 3, 2020

<b>Job Title</b>	Data Entry Operator I (Temporary Position)
<b>Department</b>	Office of Enrollment Management
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 4, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available Immediately
<b>Job Categories</b>	Part-Time/Temporary Staff Classified Staff Other Administrative Categories
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply By Email</b>	<a href="mailto:hrjobs@kean.edu">hrjobs@kean.edu</a>

**Job Description**

Office of Enrollment Management  
Data Processing Unit  
Data Entry Operator I  
Temporary Position

Under close supervision of the Managing Assistant Director of the Data Processing Unit, the Data Entry Operator I uses a computer and imaging software to process data from a standard source document for storage and/or data management purposes; compares entered data to ensure the accuracy of input and verifies completeness; follows established University policies and FERPA guidelines; and does related work as required. This position requires a flexible schedule including evening and weekend hours as necessary.

Qualifications: Previous experience in an admissions setting; knowledge of Microsoft Office; and data entry skills are preferred. Candidate must possess strong oral and written communication skills in



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addition to excellent customer service skills.

Application: Please send cover letter and resume to: Office of Human Resources, Recruitment Unit, Kean University, via email to [hrjobs@kean.edu](mailto:hrjobs@kean.edu). Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees are required prior to appointment.

### **EEO/AA Policy**

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Recruitment Unit  
Office of Human Resources  
Kean University  
1000 Morris Avenue  
Union, NJ 07083

**Contact E-mail** [hrjobs@kean.edu](mailto:hrjobs@kean.edu)