



POSITION ANNOUNCEMENT

JOB TITLE:	DATA ENTRY CLERK II
TYPE OF VACANCY:	STAFF
REPORTS TO:	SUPERVISOR – DATA PROCESSING UNIT (DPU)
DEPARTMENT:	OFFICE OF RECRUITMENT & ADMISSIONS
<p>SUMMARY: The Data Entry Clerk works in the Data Processing Unit (DPU) with responsibility for processing prospective student applications.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Data Entry Clerk II is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Data entry – create and update student information system applicant records on system; • Data checks - verify accuracy and completeness of data entered using manual and automated routines; • Send out timely responses to applicants; • Create and maintain effective filing systems for DPU; • Create and maintain filing system for admissions applicants; create and maintain filing spaces for active and inactive files; assist with recycling of inactive files; • Create and maintain individual files for applicants; • Provide periodical reports as required by supervisor; • Assist other areas within Recruitment and Admissions. 	
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Strong organizational skills with the ability to plan, prioritize, and organize workload; • Strong oral & written communication skills with the ability to follow instructions and communicate effectively; • Ability to work independently with minimal supervision; • Ability to get along well with others; • Ability to work overtime when the need arises; • Must be computer literate (MS Excel, Word and Mail Merge process). • Ability to work as a member of a team. 	
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Office Assistant’s Certificate OR approved equivalent AND five (5) years relevant work experience; OR • An Associate Degree in Business Administration. 	
SALARY GRADE:	CSS-2
DATE PUBLISHED:	December 6, 2017
APPLICATION END DATE:	December 20, 2017
DATE TO BE REMOVED:	December 21, 2017



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Data Entry Clerk II.