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Chatham University
Job Description

Job Title: Admissions Data Operations Clerk

Position Reports to: VP for Enrollment Management

Job Summary

The Admissions Data Operations Clerk performs duties including data entry, system audits, and utilization of student information systems including Central Application Systems (CAS), CampusVue and Slate, importing information from applications and inquiries, maintaining enrollment documentation, retrieving paper, scanned or electronic information, processing high school and college transcripts, and entering test scores. This position works to ensure data integrity and the successful completion of the University's enrollment goals.

Duties and Responsibilities

Essential

- Performs data entry and scanning of undergraduate and graduate admissions applications into Slate CRM.

- Performs application file processing and communicates with counselors as needed.

- Receives and Distributes inbox messages within the Slate CRM system.

- Evaluates High School and College transcripts. Calculates GPAs and high school rank and performs data entry of evaluated transcripts into student information systems.

- Performs data entry for standardized test scores such as GRE, TOEFL, IELTS, SAT/ACT, AP, IB, DuoLingo, and other sources.

- Performs data entry of prospective student information and prospective student lists from multiple lead and application sources.

- Prints and mails letters and all required documentation for all decided students.

- Responsible for scanning and filing admission information, updating files, and processing/pulling data to ensure annual archive of enrolled students is completed in conjunction with document retention policies.

- Contributes to completing, updating and verifying school or organization information including School profiles, GPA scales, etc.

- Responsible for regular system and ongoing data audits in order to ensure data integrity.

- Contributes to annual cycle prep data operations system maintenance.

- Participates in additional projects as needed throughout year.

- Performs other job-related duties as assigned.

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Requirements

High school degree or GED required with at least three years of related office and/or higher education data management experience. Bachelor's degree preferred. Office and data entry/database experience required. Work experience or specialized training and knowledge of Slate CRM preferred.

Working Conditions and Atmosphere

Routine office environment with frequent interruptions and noise due to frequency of visitors, students, faculty, staff, and callers.

POSITION CHARACTERISTICS:
- Ability to communicate verbally and in writing clearly and concisely.
- Ability to take care of the customers' needs while following institutional procedures.
- Ability to pay attention to the minute details of a project or task and complete it in a timely manner with an exceptional level of accuracy.
- Ability to think critically and independently in order to make decisions or take action to resolve a problem or reach a goal.
- Ability to get along and communicate well with a variety of personalities and individuals.
- Ability to manage workflows in high volume, deadline driven environment with exceptional level of accuracy
- Ability to be dependable and trustworthy.
- Ability to comprehend complex technical subject matter and topics and incorporate specialized information.
- Knowledge of basic math and budget procedures, office methods and procedures, interpersonal skills, understanding of English grammar and usage, business letter writing, spelling, punctuation, and vocabulary, telephone etiquette is required.

1/1/22