DATA ENTRY ASSISTANT

Department: Enrollment Systems & Operations

Reports To: Director of Enrollment Operations

Position Summary: Responsible for assisting in the organization and securing of all electronic and paper documentation submitted to North Park pertaining to applications for admission.

Essential Responsibilities

- Responsible for data entry and record maintenance of inquiries, prospects and applicants.
- Checks data from completed forms or other documents for accuracy and completeness.
- Accurately processes and organizes data to ensure integrity.
- Update files daily with incoming credentials, e.g. transcripts and recommendations
- Receives and distributes incoming mail, memoranda, packages, etc. to appropriate individuals throughout campus.
- Scanning documents for document imaging and retrieval processes.
- Maintain accurate records and file according to standard operating procedures.

Essential Qualifications

- Personal commitment to and ability to effectively support and articulate North Park's mission and philosophy of Christian higher education.
- High School Diploma required; Associate's degree preferred.
- Excellent interpersonal, oral and written skills.
- Attention to detail and accuracy.
- Able to work under supervision and independently.
- Must be able to occasionally work non-traditional hours, including evenings and weekends.
- Adaptable and flexible, able to prioritize and respond effectively to multiple demands.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
- Possess an aptitude for working with general office equipment.

Other Desirable Qualifications:

- Valid IL driver's license and clean driving record.
- One to three years work experience.

Effective Date: January 2023

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.