

# California State University, Fresno Foundation

## DATA ENTRY TECHNICIAN – ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #18-930

<b>POSITION SUMMARY:</b>	<b>Full-time, benefited position with Advancement Services through the California State University, Fresno Foundation.</b> This position is responsible for entering and maintaining data in Advance, a comprehensive, integrated, relational database system. This includes accurately entering demographic data, creating new biographical entities for donors, prospects and corporations as needed, researching and maintaining biographical information.
<b>ESSENTIAL JOB FUNCTIONS:</b>	Under the supervision of the Data Entry Supervisor, the incumbent will be responsible for entering and maintaining data. Typical duties include, but are not limited to: <ul style="list-style-type: none"> <li>• Entering information and populating all appropriate data fields where information is available</li> <li>• Reviewing work for accuracy</li> <li>• Completing tasks in a timely manner</li> <li>• Learning data entry procedures quickly</li> <li>• Performing sorting or tabulating operations, filing and related administrative and clerical functions as needed</li> <li>• Working on multiple tasks with interruptions in an energetic environment</li> <li>• Being a self-starter and self-motivated</li> <li>• Communicating effectively, both orally and in writing</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> <li>• Two (2) or more years general office experience</li> <li>• Experience working on the internet</li> <li>• Must be detail-oriented</li> <li>• General knowledge of computers and their operating systems</li> <li>• General knowledge of Windows and Microsoft Office applications, specifically Microsoft Excel and Word</li> <li>• Knowledge of Ellucian Advance or a related database software (preferred)</li> <li>• Must possess organizational skills</li> <li>• Ability to work quickly and accurately under pressure with periodic heavy workloads</li> <li>• Ability to communicate effectively, both orally and in writing</li> <li>• Ability to communicate effectively with tact, patience and courtesy</li> <li>• Ability to adjust to changing procedures and policies</li> </ul>
<b>COMPENSATION:</b>	\$2,253.33 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins June 4, 2018.</b>
<b>TO APPLY:</b>	<b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b>  California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988  E-mail completed application & resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

### **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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