California State University, Fresno Foundation

DATA ENTRY TECHNICIAN – ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #19-009

POSITION SUMMARY:	**Part-time, temporary (12 weeks), non-benefited position with Advancement Services through the California State University, Fresno Foundation.** 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.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Biographical Data Supervisor, the incumbent will be responsible for entering and maintaining data. Typical duties include, but are not limited to: • Entering information and populating all appropriate data fields where information is available • Reviewing work for accuracy • Completing tasks in a timely manner • Learning data entry procedures quickly • Performing sorting or tabulating operations, filing and related administrative and clerical functions as needed • Working on multiple tasks with interruptions in an energetic environment • Being a self-starter and self-motivated • Communicating effectively, both orally and in writing • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	*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.* • High School Diploma or equivalent • Two (2) or more years general office experience • Experience working on the internet • Must be detail-oriented • General knowledge of computers and their operating systems • General knowledge of Windows and Microsoft Office applications, specifically Microsoft Excel and Word • Knowledge of Ellucian Advance or a related database software (preferred) • Must possess organizational skills • Ability to work quickly and accurately under pressure with periodic heavy workloads • Ability to communicate effectively, both orally and in writing • Ability to communicate effectively with tact, patience and courtesy • Ability to adjust to changing procedures and policies
COMPENSATION:	$13.00 per hour.
DEADLINE:	**Application review begins February 26, 2019; open until filled.**
TO APPLY:	**Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:** 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: **HRAUX@LISTSERV.csufresno.edu**

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER