Clark Atlanta University
Job Description

Position Title:	**Data Entry/ Inventory Control Clerk**
Department:	**Title III Program Administration**
Reports To:	**Executive Director of Title III Program**
Time and Effort:	**100%**

The following 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 personnel so classified.

General Function (Description):

This is work assisting with the coordination of program monitoring and evaluation of Title III Programs. This position provides assistance to both potential and current Title III activities to ensure accountability to University and Federal regulations. Performs a variety of specialized duties; responsible for maintaining and updating identified information within designated Tile III Program Administration databases and is responsible for the integrity and accuracy of records in databases. The position will perform r

Title III Administration Office Property Tagging
 Title III Administration Office Property Inputting
Title III Administration Office Property Maintenance
Continuous Process Improvement
Disseminate Project Information
Collecting data for the APR and IPR
Inputting into the APR and IPR System
Review purchase orders and assign proper Title III tag number for accountability of government acquired property in accordance with government regulation and university policy;
Prepare property documentation for grant closings, transfers and disposition of identified property;
Participate in reconciliation of fi.11 reW*nBT/F1 12 Tfuu08>BDC q7.504283QEMC pr3(i.504nc)4e)]2

Format Revised 10/18/2021

Able to understand and follow departmental policies, procedures and regulations.

Ability to work independently and as part of a team

Strong computer skills including basic proficiency with Raisers Edge/Microsoft Office programs

Demonstrated ability to learn new technologies and technical skills

An understanding of the non-profit, voluntary and social services sector

Ability to organize and manage multiple tasks and deadlines, and work cooperatively with specified constituents

Strong analytical and problem solving skills

Ability to maintain confidentiality and to exhibit good judgment in making independent decisions concurrent with University policy

Minimum Hiring Standards

Education	Undergraduate Bachelor's degree in Business Administration or an appropriate area of specialization; Master's degree preferred
Years of Experience Required	A minimum of 3-5 years of experience of data entry, including demonstrated database management/report querying experience, utilizing web-based applications and other development databases (Banner, File-Maker Pro, Raiser's Edge, etc.), as well as experience in data mining.
Years of Management/Supervisor Experience	

Employee	Date

Manager/Supervisor	Date

Human Resources	Date