

Job Title	Data Entry Assistant
PVN ID	LE-1805-002507
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	\$32,000.00 - \$32,000.00
Hour(s) a Week	35
Closing Date	Jul 16, 2018 (Or Until Filled)

General Description

The Bronx Institute is a CUNY institute located at Lehman College. The vision of the BI is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on closing the achievement gap by increasing high school graduation rates as well as college readiness, acceptance and retention in schools that maximize each student's potential. It provides students enrolled in Bronx schools with academic support, early awareness and preparation for college studies.

Bronx Institute's GEAR UP program goals are: (1) to increase middle school students' academic performance and preparation for a successful high school experience; (2) to increase high school students' academic performance and preparation for postsecondary enrollment and persistence; (3) to support GEAR UP students' persistence in postsecondary education programs; and (4) to increase student and family engagement in activities designed to promote awareness of and access to postsecondary education options.

The GEAR UP Data Entry Team is responsible for generating student attendance reports for multiple GEAR UP sponsored activities, collecting student data on a weekly basis, and entering that data into GEAR UP databases accurately and on time.

Other Duties

Responsibilities

1. Generate student attendance reports for student participation and GEAR UP sponsored activities monthly using the GEAR UP student database
2. Collect student data at different partner organizations either weekly or bi-weekly
3. Enter attendance reports into the student database
4. Work closely with the New York State GEAR UP Coordinator to collect and enter student data for program reports twice a year

Clerical Duties

1. Work closely with the Office Manager and NYSGU Project Coordinator to collect, organize and deliver product-related documents to schools
2. Create spreadsheets and systems to track accurate data collection
3. Any other clerical duties as assigned

Qualifications

The Data Entry Assistant position requires an Associate's Degree and a minimum of three years' experience in a similar or related position.

Skills/Competencies

The Data Entry Assistant is:

- Technologically savvy
- Detail-oriented
- Responsible
- Dependable
- Able to plan, organize, and complete assignments within specific timelines
- Able to manage multiple priorities and deadlines
- Proactive
- A self-starter