



Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220

Vacancy Announcement
Data Entry Specialist
Office of Admissions

General Description and Responsibilities:

- Adheres to VUU policies and procedures especially confidentiality, travel, and procurement
- Creates and implements strategies as outlined in the Admissions strategic plan
- Performs daily procedures for ALL applicants
- Able to key 65 words per minute
- Determines best methods for tracking data
- Initiates, plans, and executes special projects in conjunction with the goals and objectives
- Evaluates program effectiveness, assesses outcomes and develops improved programming to achieve goals, complete cost analyses for programs/events
- Collects and analyzes information from various sources such as Royall, on-line, etc.
- Reaches out to student inquiries to gather more information about the student interest.
- Creates permanent records for each student applying for admissions
- Inputs data accurately and expeditiously for all interested applicants (at least 200 per week)
- Reviews applications, evaluates credentials and makes Admissions decisions
- Completes files by matching the data received to existing documentation
- Codes and maintains accurate student profile
- Maintains daily count of application activities
- Identifies potential student who qualify for and are interested in attending the University
- Covers front office area in the absence of the Administrative Assistant.
- Able to lift 15 pounds from floor level to chest, and stoop, walk, stand, and climb for prolonged periods of time
- Work in all-weather elements such as rain, heat, or snow
- Participates in weekend events as necessary
- Participates on VUU and Community committees as needed
- Conducts other duties as assigned by supervisor

Qualifications:

- A Bachelor's Degree is preferred.
- A valid driver's license is required.
- Experience working in Admissions in a collegiate setting with undergraduate students is desirable.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

Posted: <2/28/19>