

Job Title	Data Entry Coordinator Part time, seasonal
Employer/ Agency	Literacy Advance of Houston
Job Description	<p>The Data Entry Coordinator is a temporary role to provide support for agency operations, focusing on the critical role of data entry and data upkeep. The coordinator should be mission-driven, a self-starter, and highly organized with excellent time management skills. The coordinator will oversee direct data entry of learner and volunteer information, execute additional activities related to data management, and make recommendations to the Academic Director for sustainability or improvement of program data practices.</p> <p>The position reports to the Academic & Transition Services Director.</p> <p>The Data Entry Coordinator has the following Program support responsibilities:</p> <ul style="list-style-type: none">• Enter student and tutor information from original paperwork into Literacy Advance’s programs database system, Efforts to Outcomes (ETO) following all data entry protocols and procedures;• Act as the primary custodian of all student and tutor original paperwork, including maintaining files;• Record class attendance from class journals into ETO, compiling action items for Programs staff;• Grade student assessments using the CASAS testing system;• Record assessment scores and relay any outstanding testing needs to Programs staff;• Review student and tutor journals to identify success stories and other relevant information;• Record student success stories, goals, and other information;• Demonstrate pro-active approach to problem-solving;• Meet regularly with Academic Director to relay progress and make recommendations;• Demonstrate good teamwork and communication skills;• Perform other duties as assigned.

Qualifications	This position requires undergraduate experience and experience in database systems. Preference will be given to candidates with postgraduate experience. Excellent customer service skills, including the ability to communicate calmly, professionally, and in a welcoming and friendly manner with persons of all ages and from a wide variety of countries and cultures, are necessary, as the position may engage with volunteers and adult learners from time to time. The successful candidate will be able to work independently, will show discretion and mature judgement, and be willing to ask questions and make suggestions about day-to-day activities that impact programs data. A proficiency in Microsoft Office, including Word, Outlook, and Excel is required, and an attention to detail is important for success in this role.
Salary/Hours	Evening and weekend shifts are preferred, though the final schedule is flexible and will be arranged with the successful candidate. Pay is \$12 per hour for 15 – 20 hours per week.
Employer/Agency	Literacy Advance of Houston
Address	2424 Wilcrest Dr., Ste 120
City, State, Zip	Houston, TX 77042
Contact Person	Colleen Mayer
Contact Title	Academic & Transition Services Director
Telephone Number	713.266.8777
Fax Number	
Email Address	HR@literacyadvance.org
Application Method	Please send a resume and cover letter describing your qualifications to: HR@literacyadvance.org *No phone calls, please
Opening Date	10.08.2018

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