Data Entry Clerk

This position is responsible for coordinating a high volume of application credential packets that include paper and various computer based documents for input into the Banner system. The position requires extensive communication with applicants via phone and electronic mail regarding status checks.

Job Duties:

- Input application information into database.
- Organize and assemble application credentials for decision review
- Communicate application status information to appropriate parties
- All other duties pertinent to the successful operation of the Admission Office

Qualifications:

- Excellent organization and management skills
- Demonstrated excellent communication skills (verbal & written)
- Demonstrated organizational skills

Requirements:

- High School Diploma; College degree and/or experience in college or university admission is highly desired.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

**No phone calls

**Incomplete applications will not be considered