

Data Entry Specialist

Reports to: Program Director

Overview

The Data Specialist enters participants' information in a database that tracks program outcomes. The Data Specialist will have a thorough understanding of how data is tracked and how to use it for program evaluation. The databases are Microsoft Dynamics CRM and TEAMS, a state database. This is a part-time position, 15-20 hours per week and is a work at home opportunity.

Major Responsibilities

- Enters data daily to ensure accurate data in real time.
- Able to generate reports using assigned database and understands the data in context of program outcomes.
- Ability to detect inaccuracies in data through generated reports.
- Enters client/student profiles in designated database.
- Alert Data Manager of data integrity issues and missing documentation.
- Responds to e-mails and deadlines.
- Understands
- Track and complete required Professional Development hours

Qualifications / Skills

- Education: High School diploma or GED
- Experience: 1+ years' experience entering a large amount of information in a database.
- Possesses excellent verbal and written communication skills, problem solving skills and team mind-set.
- Is detailed orientated, organized, and able to prioritize work assignments as they related to program needs and MSG.
- Able to remain flexible when adjusting daily work schedule to complete "high priority tasks".
- Possesses proficient computer skills.

**This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Updated: 7/19/2022