



# Data Entry Clerk

## Continuing Education & Contract Training VP Partnerships

**Job Posting:** U19-062  
**Position Type:** Part-time Term  
**Start Date:** ASAP  
**Schedule:** Mondays and Fridays; 9:30 am - 2:30 pm (10 hrs/week)  
**Salary:** Pay Grade 2; \$20.16 to \$21.49 per hour  
**New**  
**Note:** Possibility of additional hours

**Closing Date:** April 17, 2019  
**Location:** Interurban Campus  
**End Date:** March 31, 2020

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

### **GENERAL STATEMENT**

Under the direction of a supervisor, the Data Entry Clerk is responsible for the accurate data entry of information into the computer software system used by the department.

### **TYPICAL DUTIES**

- Following established procedures collects and sorts information; performs cross checks with other data as required;
- Following established procedures, with emphasis on a high level of accuracy, provides data entry of information into the department's computer system;
- Prints pre-determined forms from the system;
- Attaches pre-determined departmental forms and/or letters for transmittal to appropriate area;
- Forwards entered information to the filing system;
- Performs routine clerical tasks;
- Responds to routine requests as required; where knowledge is limited, refers inquiries to other staff;
- Performs other related duties similar in scope and complexity.

### **QUALIFICATIONS**

Grade 12 and a minimum typing speed of 50 w.p.m. Six months experience including work with computers necessary. Position requires good accuracy and attention to detail skills and a willingness and ability to learn quickly.

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All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***