

[*Chinook Campus Pantry*]
WORK STUDY JOB DESCRIPTION

Title: [*Data Entry Clerk*]

Summer: Y/N

Fall: Y/N

Winter: Y/ N

Spring: Y/ N

Job Description:

Transcribe and input confidential client information into an online “check-in” system every week. Occasionally, inputting an entire clients intake questionnaire into the system will be needed. Weekly, regular communication with supervisor as this work can be done remotely if necessary.

Skills Required:

Computer literacy/skills. Ability to discern two, potentially, similar clients. Link2Feed and Civils Rights training (both will be provided to student). Able to complete task in front of a computer screen.

Days/Hours: varies, up to 2 hours a week

Location: Chinook Campus Pantry
(or remote)

Dept: Student Services

Pay Level: 1

Supervisor: Tiffany Prince

Phone: 541-506-6013

Campus: The Dalles