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**Data Entry Clerk**

**JOB SUMMARY**

We are searching for a focused and detailed-oriented individual with excellent computer/data entry skills. Join us as a Data Entry Clerk at our growing University that offers great benefits with opportunities.

The data entry clerk serves as support staff for both the didactic and clinical departments within SPAS and is responsible for a variety of data entry and basic analysis. He/she will also be responsible for assisting with various other administrative tasks as assigned including backing up phones, calendaring, and assisting with student/faculty events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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| * Assist with accreditation documentation and ongoing data collection * Consistent and timely coordination and data entry for all course and faculty evaluations, and graduate surveys * Monitor student completion of required evaluations * Summarize qualitative feedback on surveys * Create reports for various data points as requested * Assist with curriculum mapping using Excel spreadsheets * Monitor student progress with required ROSH (board exam reviews) questions and patient logging in Exxat (education management solution) * Track student NPI numbers (national provider identification) and MAT training (medical assisted treatment services) * Back up phones when necessary * Proctor students for exams on occasion * Department mail distribution * Assist with student/faculty events (set up, clean up, room reservations, etc.) * Perform other related tasks as requested by the Program Director  |  | | --- | |  | |

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, the candidate must be able to perform each duty above satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Detail-minded; ability to maintain high accuracy with detailed data entry
* Ability to communicate effectively and professionally with students, faculty, and others
* Excellent written and oral communication skills
* Computer literacy with Microsoft Excel and WORD
* Capable of quickly learning new software management systems
* Collaborative, team-player attitude
* Ability to respond professionally and improve with constructive criticism
* Solid organizational skills
* Ability to prioritize tasks and take initiative to organize time and work

**EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

**Required:** High School Diploma or higher.

**ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

**BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

# HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.