CRSE Data Entry Assistant (Student Wage)

Student Hourly Wage: $8.00/hr, limited to 8-10 hours per week
Reports to: Lisa McNair

Position Summary
The data entry assistant works with the Center for Research in SEAD Education (CRSE) within the Institute for Creativity, Arts, and Technology (ICAT) to populate a new database. Duties include data entry and analysis.

Key Responsibilities
75% data entry
25% data analysis

Required Qualifications:
- Ability to learn new technology quickly
- Must have experience working in Microsoft Excel
- Must have excellent attention to detail
- Previous experience working with teachers and minors

Preferred Qualifications:
- Familiarity with data management

General Staff Member Expectations
- Exercise good judgment; solve problems promptly, effectively, and creatively.
- Act in a professional manner as a representative of the Institute.
- Project a consistently positive image to coworkers, the campus, community, and constituents.
- Create and maintain a positive, productive, customer/constituent-focused environment.
- Work cooperatively with others to achieve institute and university goals.
- Promote the highest standards of professional, personal, and academic integrity.

Individuals interested in the position should contact Lisa McNair (lmcnair@vt.edu).