

## **University of Rochester Alumni Relations Meliora Weekend 2017 Data Control Clerk**

The Office of Alumni Relations has two positions available in its East River Road office in Rochester, NY from July 10 through October 31, 2017. With direction from the Assistant Director, Alumni Relations, the candidates will be required to perform a variety of data integrity, biographic updates, and general data entry to the Alumni Relations Meliora Weekend database, by using the University of Rochester Advancement gift and donor database (OASIS). They will review and verify accuracy of records, including biographic information, segment classification (parent, alumnus, donor, etc.), proper registration of events and payment, and periodic communication with alumni, parents, students and donors to verify registration information. The position will also require onsite registration management during Meliora Weekend (October 12-15, 2017) with direction by the Assistant Director, Alumni Relations. The position will include data entry and clerical duties throughout the entire job term.

### **Required Skills**

The successful candidates must be able to work independently; have excellent analytical, organizational, and communication skills; and a flexible, highly-motivated and dedicated approach to their work. Computer literacy with Word, Excel and Outlook is required.

### **Specific Responsibilities**

Candidates will be counted on for accurate analysis, OASIS verification with each registrant (over 6,000), and follow-up of each registration record within a timeframe identified by the Operations Program Director, following Advancement policies. Candidates will work approximately 30-35 hours per week within an 8-5 work day. Occasional evening and weekend work may be required mid-September through Meliora Weekend as registration accounts require.

- 65% Analyze each record (20%) and verify accuracy in OASIS (20%). As required, run reports, sort data, format data, and print excel spreadsheets (20%).
- 15% Customer service – contact registrants as needed with follow up questions, guidance and request for completed information
- 10% Other data integrity projects as assigned
- 10% Onsite registration support during Meliora Weekend

Data Clerks report to Assistant Director, Alumni Relations – Donna Colline.  
[donna.colline@rochester.edu](mailto:donna.colline@rochester.edu)

Interested persons must apply online: <https://www.rochester.edu/working/hr/jobs/>.