



Head Start Parent Intern (Paid)

\$10.00/hour, not to exceed 600 total hours in a 12 month period

Job Duty Statement

Description: Data Entry Clerk

Data Entry Clerk Job Purpose: Maintains databases by entering new and updated client and program services information.

Data Entry Clerk Job Duties:

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes client, program services, and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the supervisor for resolution.
- Enters client and program services data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered client and program services data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Tests client and program services system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

- Organization
- Typing
- Data Entry Skills
- Attention to Detail
- Confidentiality
- Thoroughness

- Decision Making
- Independence
- Analyzing Information
- Results Driven
- Energy Level

Goals and Objectives of this Internship: By participating in this internship, successful outcomes may include:

- Intern will learn basic job skills in basic data entry that would likely lead to entry level work in the field of data entry, data base management, record-keeping, secretary, clerk, or similar industries;
- Intern will become familiar with the industry standards regarding education and work experience required to successfully begin a career in the field of data entry and database management;
- Intern will develop, in conjunction with the supervisor, a current and relevant resume to support his/her goal of permanent job attainment;
- Intern will learn successful interview skills which will increase the likelihood of begin hired upon completion of the internship;
- Intern will be presented with opportunities to interview and/or network with professionals in the industry;
- Intern will visit career/training centers and college campuses to explore job opportunities and college coursework in data entry or related fields;
- Intern will gain knowledge in time management, work ethics, and professional expectations on the job such as appropriate dress, positive attitude, work-life balance, and the use of technology in the workplace.

Special Requirements:

Definition of "Parent" in this recruitment: This Intern position is open to currently enrolled Head Start parents in a SETA Operated Program center; current SETA Policy Council or Parent Advisory Committee members; and past SETA Policy Council or Parent Advisory Committee within the past 12 months.

Selected candidate(s) will be required to successfully clear fingerprint screening with the Department of Justice as paid for SETA.

TB screens are required upon employment.

POSTING DATE: Monday, April 4, 2016

FINAL FILING DATE: Friday, April 15, 2016 by 5 p.m. Postmarks not accepted.