University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Administrative Clerk/Data Entry Specialist

Employer/Agency: CHANGE Happens!

Job Description:
The Administrative Clerk/Data Entry Specialist is responsible for administrative and clerical services to ensure effective and efficient administrative evaluation activities. This person performs a wide variety of clerical and administrative duties. The Administrative Clerk/Data Entry Specialist reports directly to the Program Evaluation Specialist.

QUALIFICATIONS
 Associate’s degree or certificate of completion in a related field.
 Two years work experience in a closely related position.
 Working knowledge of MS Office Suite software and the use of computer systems; ability to operate various word-processing software, spreadsheets, and database programs.
 Ability to perform complex data entry tasks.
 Ability to perform a variety of clerical and office support duties of a general nature.
 Understand and carry out oral and written directions.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships.

Employer/Agency: CHANGE Happens!
Address: 3353 Elgin
City, State, Zip: Houston, TX 77004

Contact Person: Deborah Veals
Contact Title: HR Administrator

Telephone: NO PHONE CALLS PLEASE Fax: No FAX
Email Address: dveals@changehappenstx.org

Application Method: VIA EMAIL ONLY

Opening Date: 10/30/2012

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you