UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Student Data Entry Assistant

DEPARTMENT: Retail Operations

ADDRESS: ETC, Heilman Dining Center

TELEPHONE: 287-6514

SUPERVISOR: Multi-Unit Manager, ETC & Dean’s Den

JOB SUMMARY:
Performs timely maintenance of data in the inventory and ordering system. Handles all duties of Student Manager when called upon, in a manner befitting a representative of the University. Works under little supervision after training period.

SPECIFIC DUTIES:
1. On a daily basis, inputs data to the inventory and purchasing system (Computrition) relevant to purchase orders and receipts. Makes changes to food and supply costs as needed.
2. Occasionally adds products and pricing to the cash register system (EMC).
3. Is able and available to count registers and deposits and to handle opening and closing duties of the store, unsupervised, when called upon to do so.
4. Helps in monthly inventory, both in active counting of goods and in data entry.
5. Occasional stocking of store, including refrigerators, freezers, and shelves.
6. Other tasks and projects as requested by Multi-Unit Manager.

QUALIFICATIONS:
1. Basic data entry skills
2. Flexible availability (evenings, weekends required)
3. Ability to accurately and efficiently count inventory
4. Must sign confidentiality agreement
5. Business-, Accounting, Mathematics-, or Computer-related major preferred

Student Employment office use only:
wage rate: level 3
index: 2830

February 25, 2016