

Fall 2019

Data Maintenance Student Assistant Job Description

The Office of Development is seeking applicants for the Data Maintenance area.

Job responsibilities include data entry to PeopleSoft software, use of internet search engines, filing and copying, as well as other duties as assigned.

Applicants must have excellent keyboarding and organizational skills. Strong attention to detail and accuracy is required with an emphasis on multi-tasking. Candidates must be able to work independently and complete projects within a given timeline.

Starting Pay Rate: \$11.00

Hours: 6-8 hours per week, flexible schedule between 8:30 a.m. and 4:30 p.m.

Location: Trinity Commons, Development Office

Interested applicants should send cover letter and resume to May Thoong at may.thoong@trincoll.edu.