

Data entry specialist, Office of Sponsored Programs and Research (SPaR)

Job Overview:

The Office of Sponsored Programs and Research (SPaR) at CUNY SPH is seeking a detail-oriented and efficient data entry specialist to join our team for a special project. This role's main responsibility is to retrieve data from internal sources and accurately populate spreadsheets with this information. The ideal candidate will have strong organizational skills, a high level of attention to detail, and the ability to work independently.

Key Responsibilities:

- **Data Retrieval:** Gather and extract necessary data from various internal systems, databases, and documents.
- **Spreadsheet Management:** Accurately enter and organize data into pre-defined spreadsheets, ensuring proper formatting and consistency.
- **Data Verification:** Review and cross-check data for accuracy and completeness before finalizing entries.
- **Data Updates:** Regularly update spreadsheets as new data becomes available, maintaining up-to-date and accurate records.
- **Communication:** Collaborate with peers to clarify data requirements and ensure all necessary information is captured.

Qualifications:

- **Experience:** Previous experience in data entry, data management, or a related field is preferred.
- **Technical Skills:** Proficient in Microsoft Excel, Google Sheets, or similar spreadsheet software.
- **Attention to Detail:** High level of accuracy and attention to detail in all tasks.
- **Organizational Skills:** Strong ability to organize and manage multiple sources of information efficiently.
- **Problem-Solving:** Ability to identify and resolve data discrepancies and issues independently.
- **Communication:** Effective communication skills, both written and verbal.

Preferred Qualifications:

Experience working on grants

Pay rate: up to \$25.51/hour

Initial end date: 12/31/2024 – possibility of extension beyond that.

Commitment: up to 12 hours/week

Qualified applicants may email their CV to the following SPaR staff:

Michele Kiely: Michele.Kiely@sph.cuny.edu

Delphine Yaghmaian: Delphine.Yaghmaian@sph.cuny.edu

Kassandra Perez: Kassandra.Perez@sph.cuny.edu