**Data Entry Assistant**

**Our Department**

The role of the Campaigns and Alumni Relations Department (CAR) is to sustain and grow the relationship between the University and our global community of alumni, donors and friends. CAR seeks to enhance the quality of the alumni experience, provide opportunities for alumni, donors and friends to collaborate and engage with the University’s students and staff, and also helps to secure philanthropic support for the University.

**The Role**

This role will be based within CAR’s Data and Gifts Team.

The Data and Gifts team receive a large amount of data from across various projects taking place throughout the Summer and Autumn. This will include large quantities of online and paper questionnaires from the annual alumni magazine, *Your University*. In addition, we also have a project which involves data cleaning and maintaining the quality of the data in our database, Raiser’s Edge. This data needs to be accurately inputted into our supporter database, Raisers Edge NXT (full Raiser's Edge training will be given). You will also help to process other adhoc data incoming tasks.

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**Key Tasks**

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The role will involve:

* Processing online and paper questionnaires, received from alumni and supporters, in response to *Your University* and other communications
* Assisting to clear backlogs of specific data types, e.g. employment information
* Inputting data from the “Lost Alumni” project
* Data maintenance work
* Other ad-hoc data work to support the team through a period of change and increased activity.